



## Pre-Program Checklist

- Use provided permission slip to collect t-shirt sizes and sandwich choices from each participant.
- Divide students into groups of 10 with one lead chaperone and one assistant chaperone per group.  
Suggestion: mix genders.
- Complete the “Discover Texas Field Trip Information” Form and submit to Education in Action’s Program Coordinator.
- Collect “Medical Forms” and put them in your backpack to have them with you on the day of the program. \*Note any allergies and confirm they are indicated on the “Discover Texas Field Trip Information” Form.
- Verify the school’s t-shirt order when it arrives. Notify Education in Action IMMEDIATELY if there are issues with your order to allow time to resolve. **Education in Action strongly recommends not handing out t-shirts until the morning of the program.**
- Put name on each student and adult drink bag. Each participant needs at least three drinks.
- Use the sandwich stickers provided by Education in Action to label each participant’s drink bag with their sandwich order.
- The afternoon/night before the program, set each color group’s materials on their own table in the room participants will be meeting in the morning of the program:
  - T-shirts
  - Name tags
  - Drink bags with name and sandwich sticker attached
- Assign roles to participating adults. See next page.
- Training:** set out role cards, backpacks, bus box, and blue/red folders.

# Assign Roles Prior to Program:

## Project Manager (assign a teacher to this role)

Dismisses complete groups to the bus as they arrive in the morning.

Teacher: \_\_\_\_\_

## Professor Morning - (assign a teacher to this role)

Gets everyone on the bus and settled, goes over bus rules, and dismisses groups from the bus.

Bus #1: \_\_\_\_\_ Bus #2: \_\_\_\_\_ Bus #3: \_\_\_\_\_ Bus #4: \_\_\_\_\_

## Professor Evening - (assign a teacher to this role)

Draws for prizes, ensures the bus is clean, and dismisses groups from the bus.

Bus #1: \_\_\_\_\_ Bus #2: \_\_\_\_\_ Bus #3: \_\_\_\_\_ Bus #4: \_\_\_\_\_

## Speleologist

Leads Bus Activity #1: *Inner Space Cavern* DVD and Bus Activity #4: *Waco Mammoth National Monument* DVD.

Bus #1: \_\_\_\_\_ Bus #2: \_\_\_\_\_ Bus #3: \_\_\_\_\_ Bus #4: \_\_\_\_\_

## Environmental Scientist

Leads Bus Activity #2: *Water Cycle Puzzle*.

Bus #1: \_\_\_\_\_ Bus #2: \_\_\_\_\_ Bus #3: \_\_\_\_\_ Bus #4: \_\_\_\_\_

## Lab Scientist

Distributes lunch and dinner on the bus.

Bus #1: \_\_\_\_\_ Bus #2: \_\_\_\_\_ Bus #3: \_\_\_\_\_ Bus #4: \_\_\_\_\_

## Geoscientist

Leads Bus Activity #3: *Water Rocks! BINGO*.

Bus #1: \_\_\_\_\_ Bus #2: \_\_\_\_\_ Bus #3: \_\_\_\_\_ Bus #4: \_\_\_\_\_

# Day of Program:

Time to be at school: \_\_\_\_\_ Time to depart school: \_\_\_\_\_

- Have students sit in one location in their color groups the morning of the program with their lead or assistant chaperone.
- All students should be wearing their name tag and t-shirt and have their drink bag with three drinks.
- Student groups should be on the same bus with their group's lead chaperone and assistant chaperone (if applicable).
- Medical Forms with Coordinating Teacher
- Bus drivers' names and phone numbers:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

★ Discover Texas Field Trip Director's Phone Number is 817-793-8300.

## Education in Action provides:

- ★ **Backpack for each adult**
  - Small bottle of Germ-X
  - Wet wipes
  - Small First Aid Kit (Band-Aids, Neosporin)
  - Maggie the Mammoth plushy
  - Pencils
- ★ **Lanyard Name Tag for each adult**
  - Texas Tokens, pen, and tissues
- ★ **Bus Box**
  - Biohazard clean up bag – in case someone gets sick
  - Curriculum for the bus – backup games
  - Movies for the ride home
  - Prizes
  - Pencil sharpener
  - Snacks
- ★ **First Aid Kit** – with Coordinating Teacher
- ★ **Each participant receives:**
  - Maggie the Mammoth plushy
  - Souvenir t-shirt
  - Drink Bag
  - Lanyard name tag
  - Lunch and dinner (plates, napkins, etc.)



P.O. Box 2285 ★ Keller, TX 76244  
information@educationinaction.org  
www.educationinaction.org  
817-562-4957

©Education in Action. All rights reserved.