Saint John’s Outdoor University Field Trip Checklist

Please use this form to help plan for your Outdoor U field trip.

Field Trip Date: __________________
Time: _________________________

Before the trip:

☐ Receive confirmation email and confirm date, time, and all other details in email are correct
☐ Notify Outdoor U if you are planning on having lunch on campus (if it wasn’t noted in your confirmation materials)
☐ Visit Outdoor U website for any additional forms or information needed
☐ Arrange transportation to and from Saint John’s; determine if bus needs to stay with your group entire time
☐ Arrange chaperones for trip (at least 1 adult per 10 students recommended)
☐ Arrange for payment of Outdoor U program fees by day of field trip or before (if applicable)
☐ Send home Parent letter and school permission slip
☐ Show the Pre-trip video to educate students about what to expect and how to prepare to be outdoors.
☐ Send home tick safety information available on the Outdoor U website (at bottom of page)
☐ Determine how class will prevent ticks: MN Department of Health recommends:
  o Long pants, light colored clothes, tuck pants into socks, spray with no more than 30% DEET concentration
☐ Determine if your group needs to use the restrooms on campus before and/or after your field trip
☐ Communicate any special needs that need accommodations to Outdoor U staff
☐ Watch for the Outdoor U email the week before your trip that will confirm your class’ field trip date and time

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Day of the trip:

☐ Be in touch via phone with Outdoor U staff before school if weather is severe
☐ Have directions and location to meet Outdoor U staff Meeting location: ______________
☐ If eating lunch on campus, bring lunches and large garbage bags to put in dumpsters on campus
☐ Nametags for students and chaperones
☐ Ensure students are properly dressed for weather conditions; visit lost and found for extra clothes
☐ Bring roll of garbage bags if weather is rainy and students need raincoats
☐ Give chaperones directions if driving separately
☐ Have classrooms broken up into small groups, if requested by Outdoor U Groups needed: ______________
☐ Bring payment for class, if not taken care of before trip
☐ Participate in the field trip by participating in activities with your students, assist with class management, and show your own enthusiasm for the natural world!
☐ Send home ‘check me for ticks’ stickers with students after the field trip (provided by Outdoor U)

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After the trip:

☐ Remind students to check for ticks that night and the next morning
☐ Complete and/or send home the ‘What I Learned at the Outdoor U’ half sheet with students (sent to you via email)
☐ Complete the online evaluation you will receive via email a few days after your trip
☐ Receive receipt for program fees payment via email from Outdoor U (if applicable)
☐ Submit the busing reimbursement form (if applicable)
☐ Watch for emails about upcoming events for teachers and families at the Outdoor U
☐ Plan your next trip to Saint John’s Outdoor University! ☺