

TEACHER CHECKLIST

Now that you have received a confirmation email, follow the steps below to begin to plan your field trip to the Natural History Museum of Utah!

Well-organized field trips help students - and teachers! - have successful and fun learning experiences at the Museum. Use this checklist to help you develop a plan.

☐ Double-check your confirmation email

- ☐ Double-check your date and time of arrival
- ☐ Need lunch space at the Museum? Verify you have a lunch reserved
- ☐ Put your field trip on the school calendar
- ☐ Schedule buses for the day of the trip

☐ Prepare your teaching team

- ☐ Share this Teacher Checklist and the confirmation email with your team
- ☐ Send out permission slips or other forms needed for your school
- ☐ Plan a time to watch the [Student Welcome Video](#) with your class
- ☐ Preview the museum for free by printing off your confirmation email and presenting it at the front desk
- ☐ Plan for student activities - [helpful resources](#) prepared by the museum can be found on the website

☐ Prepare your Lead Explorers (chaperones)

- ☐ Recruit Lead Explorers (chaperones) - the Museum encourages the following ratios:
 - Pre-K - Lower Elementary: 1 adult for every 4 students
 - Upper Elementary - Middle School: 1 adult for every 6 students
 - High School: 1 adult for every 10 students
- ☐ Review [NHMU's Lead Explorer Guide](#)
- ☐ Distribute Lead Explorer Guide to Lead Explorers (chaperones)
 - Be sure to include names of students and field trip information in the guide
- ☐ Communicate your day of expectations for Lead Explorers
- ☐ Encourage Lead Explorers to watch our [Lead Explorer Video](#)

☐ Enjoy your visit

- ☐ Show your students the Student Welcome Video before your scheduled visit
- ☐ Have groups assigned prior to your arrival at the Museum
- ☐ Bring your lunches in labeled bins / containers if you have a reserved lunch space
- ☐ Have the following information ready to give the field trip greeter:
 - Departure time
 - Number of teachers, lead explorers (chaperones), and students
 - Bus driver's name and cell phone number
- ☐ Review [Field Trip Logistics](#) prior to arrival.



**NATURAL HISTORY
MUSEUM OF UTAH**

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