Teacher Checklist

Dear Teacher,

We are excited that you have elected to bring your students to visit the Natural History Museum of Utah! Please help your students and the Museum by completing this checklist before you arrive!

☐ Select a Field Trip Plan
These field trips:
• Are written to encourage student driven, authentic experiences at the Museum.
• Focus on science process skills and the nature of science.
• Align with the Utah Core Curriculum and Intended Learning Outcomes for your grade.
• Can be found at www.nhmu.utah.edu/fieldtripcurriculum.

☐ Visit the Museum
• Use your confirmation email to visit the Museum for free in order to plan for your trip.
• Register for a Museum field trip professional development workshop prior to your visit to help you plan. For more information visit www.nhmu.utah.edu/professionaldevelopment.

☐ Complete the necessary Pre-Activities
Each field trip plan has suggestions of things you should do to prepare your students for engaging with the Museum. Please, do not overlook these; they will prepare your students for the activities you will do at the Museum, as well as provide them a general overview of what to expect to see at the Museum.

☐ Arrange for an Adequate Number of Chaperones
Our expected minimum ratio of chaperones is 1:8. Teachers are counted as a part of that ratio.

☐ Prepare your Chaperones and students
• Give Chaperones a copy of the Chaperone Guide. Discuss the field trip plan and activities before you leave for the Museum.
• Use the information and/or permission slips that are sent to you two weeks prior to your visit to help prepare the chaperones. Also visit www.nhmu.utah.edu/fieldtripinfo and review the Setting Expectations document, as well as view the Preparing Your Students video.

☐ Arrange Transportation
• Make a copy of the “Getting Here” sheet for your bus driver. Make sure you are both clear on drop-off and pick-up times.
• If you are participating in an additional scheduled class or activity in addition to your self-guided field trip, please make sure you arrange for the bus to arrive 15 minutes prior to the start of the class.

☐ Bring your Confirmation Email to the Museum
A copy of your confirmation email is required for admission.