

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.
- Check for lunch details if needed.
- 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 contacting the Field Trip Team for a discount code to use for free admission
- Explore [pre-visit activities and videos](#) and prepare for [in-gallery activities](#) during your visit to NHMU.

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

- Have groups assigned prior to your arrival at the Museum.
- Explore the current [special exhibit](#) to enhance your visit.
- 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 and bring [activities to help students engage with the exhibits](#).



**NATURAL HISTORY
MUSEUM OF UTAH**

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