

## ***Youth In Parks-Environmental Education Field Trip Project Planning & Implementation Guidelines***

**The Youth in Parks- Environmental Education (YIP-EE)** Field Trip project builds upon a partnership between a state park, the park's friends group and a public school to facilitate getting underserved school kids outside into a state park. Detailed planning and communication by representatives of the three groups is important for the project to meet its objectives. In planning the field trip, decisions will need to be made as to the date, schedule, curriculum, staffing, transportation and funding requirements.

### **Day's Activities/Curriculum**

(questions for parks staff, friends group, and school teachers to answer)

- What will be the outdoor learning activities?
- Who will lead them?
- How many classes (students) can participate
- How will the students be divided up and rotated throughout the day
- Will volunteers be needed to help with teaching and supervision?
  - ✓ If so, what skills and level of experience are needed?
  - ✓ Who will recruit and orient them
  - ✓ Who will assure that all volunteer background requirements of the school are met?
- Are there certified environmental educators or candidates for certification available to volunteer?

### **Getting the students there**

(questions for school representative to answer)

- How many buses will be needed?
- How long does the drive take?
- Does the driver know the exact location in the park where the students are to be dropped off?
- What is the required teacher – student ratio for school outings?
- How much will it cost to transport the students? (mileage, driver, etc.)
- How will the funding source be billed?
- What do the students need to bring (lunch, water, extra clothes/shoes, etc.)
- **Does the school have on file a signed permission slip for each student?**

### **Lunch**

- Will kids bring their lunches from home?
- Will the school send bag/box lunches for kids who buy their lunch at school?

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### **Snacks**

- When and where will snacks be served?
- Who will set up the snacks and distribute them?
- Will special attention be paid to providing a healthy snack?
- How much will the snacks cost and who will pay for them?
  - ✓ Will local vendors be asked to contribute?
  - ✓ Who will ask them and be responsible for acknowledging their contribution?

### **Publicity**

- Will there be pictures taken and a write up to publicize the outing?
- Does the school have on file releases for the students so the pictures can be used in a press release?

### **Evaluation of Outing and Planning Process**

- Who will be in charge of developing an evaluation form; distributing them to teachers, parks staff, and volunteers; collecting them and summarizing their responses and submitting a summary to planning group members and to Friends of State Parks?
- Will this become an annual outing?
- How will the opportunity to participate be shared among different schools?

Friends of State Parks  
YIP-EE Field Trip Project