

# Field Trip/ Tour Checklist



W.K. Kellogg  
Bird Sanctuary  
MICHIGAN STATE UNIVERSITY

**Share the enclosed directions, schedule, and chaperone tips** with the teachers and other responsible parties.

**Create name tags** for all students and chaperones. Our naturalists and volunteers can engage the students more easily if they can call them by name.

**Create groups:** Students will stay in their groups and rotate to programs throughout the day.

**Recruit Chaperones:** Recommended chaperone ratios are

- 5 years and younger: 1 chaperone per 6 children
- 6-8 years old: 1 chaperone per 8 children
- 9-14 years old: 1 chaperone per 10 children
- 15-18 years old: 1 chaperone per 12 children

**Check the weather:** Field trips are typically held outdoors, rain, snow, or shine. Come prepared for the weather. and for hiking up to 2 miles. Note that the temperature is usually cooler by the lake. Advise students and chaperones on appropriate attire. In the case of extreme weather, contact us to reschedule or cancel.

## **We recommend the following:**

- dressing in layers, including rain or winter jacket, hats, and gloves
- wearing comfortable, closed-toed walking shoes or boots
- bringing insect repellent, sunscreen, and a water bottle

**First Aid kit and AED** (Teachers and chaperones are responsible for all first aid supplies needed during your field trip. There is no Automated External Defibrillator (AED) on-site.

**Arrive at your scheduled time** for a guided tour or field trip. KBS policy requires guides to wait 15 minutes past the scheduled tour time for your arrival.

**Group pictures:** Please take a group photo before or after your scheduled tour.

**Gift shop:** If you would like to allow your students to purchase items from the gift shop; please let us know, remind them to bring money, and send 10 students in with one chaperone. Students can shop at the end of the field trip.

**Lunch:** If you plan to stay for lunch, we have picnic tables and restroom facilities for groups near the parking area. Trash and comingled recycling dumpsters are available nearby.

**All chaperones** supervising youth must have a current Criminal Background Check completed.

## **Please note that Michigan State University regulations prohibit:**

- Possession or use of alcohol, tobacco, drugs, fireworks, guns, and other weapons
- Violence of any kind
- Sexual harassment, sexual abuse, and other sexually inappropriate behavior

# Field Trip/ Tour Checklist



W.K. Kellogg  
Bird Sanctuary  
MICHIGAN STATE UNIVERSITY

- Harassment in violation of the University Anti-Discrimination Policy
- Hazing and bullying (physical, verbal, or cyber-bullying)
- Misuse or damage of University property. Participants may be financially responsible for damage or misuse of University property.
- Use of cameras and other digital recording devices in showers, restrooms, locker rooms, and other areas where privacy is expected by participants

## **Arrival:**

- If you are going to be more than 15 minutes late, please call us at (269) 671-2510.
- Groups should assemble on the walkway in front of the Sanctuary.
- Guides will meet your group on the pathway in front of the Sanctuary entrance for a brief orientation.

## **Pay your Invoice:**

- Get a headcount on the day of your visit.
- Update invoice with Resource Center Coordinator.
- Make one payment with cash, check, or credit card for all participants.
- If you need an invoice sent to your administration office, arrange that before the day of your visit.

## **After Your Visit:**

- Complete the [W.K. Kellogg Biological Station: Bird Sanctuary Survey](https://forms.gle/DUAeMmmPuRJjq4mMA) at (<https://forms.gle/DUAeMmmPuRJjq4mMA>)
- Stay connected to the Sanctuary! Contact us with any questions, and let us know about your needs for your next visit.