

**CHECKLIST: TO HELP YOU PLAN AND ORGANIZE YOUR NATUREBRIDGE PROGRAM**

*A successful program begins well in advance of your arrival at NatureBridge. This checklist and other information provided will help you prepare your students and chaperones.*

**Need help? Call our DIRECTOR OF OPERATIONS at 209.379.9511 x11.**

<b><u>Important Forms</u></b>	<b><u>Date Due to NatureBridge</u></b>
Pre-Trip Questionnaire	4 - 6 weeks prior to the program
Trail Group Lists (with Medical and dietary info)	4-6 weeks prior to the program
Boystown Rooming Assignments	4-6 weeks prior to the program
Participant Registration Forms	Upon arrival
Volunteer Services Agreement	Upon arrival



**FIRST**

- Review this checklist** and identify the steps you need to take in order to make your program happen. Each group tends to prep for their program uniquely, but this checklist should give you a good template.
- Arrange a meeting with students, parents, and faculty** to present the benefits of a residential field science program. We suggest asking parents to come to the meeting with some portion of the payment for the trip so that you can get an accurate participant count.

**At this meeting:**

- Introduce the program* as a unique, hands-on, residential, science-based learning adventure that will incorporate the lessons your students learn in your classroom into an outdoor education experience.
- Identify how the program will benefit students* with an opportunity to study in the field using Yosemite National Park as a classroom. Our interdisciplinary curriculum focuses on inquiry-based science and cooperative learning.
- Ask for the support of parents to help organize the trip.* Parents can be involved with bookkeeping, fundraising, transportation, and / or serve as chaperones on our campus during your program.
- Discuss the costs, fundraising ideas, and preferred method of payment.* You might propose an installment plan for families unable to pay in one large sum. Collect a deposit from parents that evening. NatureBridge has scholarship funds available to offset costs for qualifying schools.
- Reserve your transportation.** Methods most commonly used include carpooling, school buses, charter service, Amtrak and rental vehicles.
- Begin to integrate your learning experience at NatureBridge into your curriculum plans and objectives for the year.**
  - Discuss the program with your colleagues to generate questions for the **DIRECTOR OF OPERATIONS**.



*Information about our Areas of Study, campus based learning adventures, and other environmental education resources are available on our website.*

- Look over the **PRE-TRIP QUESTIONNAIRE** and think through the educational components of your program.
- Contact the **DIRECTOR OF OPERATIONS** (209) 379-9511 x11 if you have questions about the planning process.
- Develop a fundraising plan.** Check out the Funding section on our website.
- Complete and submit the APPLICATION FOR NATUREBRIDGE SCHOLARSHIP** as soon as possible in order to maximize the potential funds for your group. It is ok to submit this application with your best guess. If your situation changes, or student number increases or decreases these scholarship awards may adjust up or down accordingly. Contact the **DIRECTOR OF OPERATIONS** for questions or support.



## NEXT

### Prepare your students:

- Academic readiness.* Ideas and resources to help you prepare your students for our program can be found on the Areas of Study and Information for Teachers and Group Leaders sections of our website.
- Physical readiness.* Ensure that students and chaperones can walk up to five miles a day.
- Participation and behavior expectations.* Emphasize cooperation and respect for others and themselves, referring to the STUDENT CONTRACT.
- Personal readiness.* Stress to parents and students the importance of packing according to the CLOTHING AND EQUIPMENT LIST so that students are prepared to learn in the field.
- Send out PARTICIPANT REGISTRATION FORM** to students and chaperones. Begin to collect them three months prior to the program. (STUDENTS AND ADULTS CANNOT PARTICIPATE IN A NATUREBRIDGE PROGRAM WITHOUT THE REQUIRED SIGNATURE ON THIS FORM)
- Select your chaperones CAREFULLY.** Ask yourself: Are they good models for the students? Are they positive and upbeat? If they are parents of someone in the class, will they put the group's needs ahead of those of their child? Are they in reasonably good physical condition? Do they feel comfortable being in charge of students? Will they discipline children in a positive, caring fashion?
- Execute your fundraising plan** with your students, emphasizing group cooperation in the fundraising efforts. Successful collaboration on your fundraising plan increases student, parent and community investment in the program's success.



## THREE MONTHS IN ADVANCE

- Finalize your student and adult numbers** with the Program Coordinator (209)379-9511 x 25



## 1 TO 2 MONTHS IN ADVANCE

- Finalize and double-check your transportation** to and from NatureBridge.
- Meet with all chaperones and discuss:**
  - Program logistics – Go over your plan for transportation, meeting times, etc.*
  - Chaperone responsibilities – these items are located on our website under INFORMATION FOR CHAPERONES*
  - Double check all **PARTICIPANT REGISTRATION FORMS** to make sure they are complete.
- Send the PRE-TRIP QUESTIONNAIRE to the PROGRAM COORDINATOR.** (The planning questionnaire can be e-mailed, faxed or snail mailed.)
- Complete, copy, and e-mail, fax, or snail mail your TRAIL GROUPS and BOYSTOWN ROOMING LISTS to the PROGRAM COORDINATOR.** Keep a copy for use by you and your chaperones.
- Collect funds and send the balance due to NatureBridge** 30 days prior to your start date



## ONE MONTH IN ADVANCE

- Make copies of and discuss the STUDENT CONTRACT** with your students.
- Make a duplicate set of all completed PARTICIPANT REGISTRATION FORMS (for both students and adults).** Upon arrival, you will provide copies to the **SITE MANAGER** (keeping copies for yourself). We will keep our copies accessible in case of emergency.
- Two weeks** before you arrive schedule a final phone call with the Director of Operations to go over your trip.



## Arrival day

- Double check that each driver has a map, clear directions, a park gate pass and important phone numbers.**
  - Clearly communicate accurate information about planned stops along the way.

### Check that each student has:

- All the necessities for the trip, and that rain gear is easily accessible.
- If you are running late, please call the Site Manager,** (Yosemite Valley 209.742.3161 or Crane Flat 209.379.2358). This will help us be prepared to welcome you.

**NatureBridge staff will greet you and provide directions for unloading luggage and moving into cabins.** You will also complete an orientation at this time so be prepared to be outdoors for about thirty minutes.

- Give the **SITE MANAGER** copies of the **Participant REGISTRATION FORMS** and **VOLUNTEER SERVICES AGREEMENT**. After orientation, all participants will move into their cabins and then head over for dinner.