

Planning Checklist

Outdoor Education Center

Teachers are encouraged to use this checklist as they plan a visit to the Outdoor Education Center located at Camp Horne.

1. Plan field trip ideas for the day.
Consider: programming, instructional kits needed, support (teachers, chaperones), nurse needed?
Develop: Costs for students (transportation and Outdoor Ed Center fee
General day use with teacher-led activities, \$3 per student, teachers free
Specialty staffed events may have increased fee based upon programming costs (materials, instructor, etc.) – will be stated in any promotional flyers distributed
2. Set date and gain principal's approval.
3. Submit "Outdoor Education Center Online Use Request Form" at least two weeks prior to planned visit. This request is routed to the Black Warrior Council office. **This step needs to be completed BEFORE requesting field trip request to school system.**
4. Once approval for your visit is confirmed by the Black Warrior Council office, submit your field trip request as per Board policy.qqq
5. Secure needed transportation and nursing support, if needed.
6. Decide and arrange for lunch plans.
7. Communicate trip plans to students and parents. Send home and obtain Outdoor Education Center permission slip for all students.
8. Collect all student permission slips and fees. Check for Outdoor Education Center fees should be made payable to: Black Warrior Council (may be given to Ranger upon arrival).
9. Organize students into activity groups as needed and share written plans with all adults.

Day of Field Trip

Roster of all participants accurate
Directions to Center for bus driver
Review general policies & guidelines

Snacks/Lunches loaded
Medications as needed
Take a good head count!

Enjoy your day at the Outdoor Education Center!