

# FIELD TRIP CHECKLIST

Fill out and bring on the day of your field trip at the

ARIZONA-SONORA  
**DESERT  
MUSEUM**

Please distribute this checklist to all teachers participating in the field trip.

School Name \_\_\_\_\_ Field Trip Date \_\_\_\_\_

Lead Teacher \_\_\_\_\_

## Important

- ☐ A purchase order or payment must be submitted at least 10 days prior to the date of the field trip reservation.
- ☐ Bring a copy of your paid receipt.
- ☐ Bring a filled-out Emergency Contact form. List all adult participants.
  - ☐ Make sure bus drivers are included on the sheet.
- ☐ Bring a filled-out Expectations and Acknowledgment form.

## Reminders-

- ☐ Inform students to come prepared with hats, water bottles and sunscreen.
- ☐ Lunches must stay on buses or in cars until lunchtime. We do not have storage for lunches.
- ☐ Anyone part of your group that is not included in the reservation will need to purchase a ticket at the ticket window upon entering the Museum.

## For a faster check in-

- ☐ Divide students into groups with their assigned chaperones. We require a minimum 7 students to 1 adult ratio.
- ☐ Be prepared with all paperwork. Any missing paperwork will need to be filled out, delaying entry to the Museum.
- ☐ Have your group show up at the same time. Latecomers will delay entry.