



FIELD TRIP GUIDANCE FOR VOLUNTEERS

(module leaders, instructors, teaching aides and assistants)

Thank you for your willingness to help with this unique educational opportunity to prepare a foundation for our youth to be future lake stewards! Your participation is very important - we are proud of our low student:faculty ratio, our close instructor/student engagement and our hands-on, experiential method.

Safety is always paramount!

1. Report any on-site accidents, injuries or student health issues to *insert teacher and program organizer names* ASAP. *Location of first aid kit onsite.*
2. Students (and staff) always wear life preservers when in canoes. Canoes work in pairs.
3. Wear safety glasses for tree boring module (spring field trip).
4. Safety boats, pontoon boats and module leaders will have whistles. Three long blasts signal an emergency and that help is needed urgently.
5. Safety boats & pontoon boats will have throw rings.

Know your module teaching plan, site, and supplies

1. Be familiar with your module-specific curriculum pages (objectives, student instructions, point assignment, equipment) from the classroom (indoor) & field trip (outdoor) lab manuals.
2. Go to your site early to familiarize yourself with your study area and survey for hazards and unique teaching opportunities.
3. Check to make sure you have all the required equipment - especially safety equipment like safety glasses, life preservers, etc.

Ensure student security

1. Ensure that no student is left alone (count your students).
2. Students should be in pairs at all times.
3. Don't be alone with a single student at any time.

Engage the students at all times.

1. Implement one-on-one or small group interaction rather than lecturing.
2. Ask them questions about facts they should know.
3. Encourage them to take plenty of pictures for data and presentations.
4. Help students complete and score their lab sheets, obtain initials and transfer scores to cover page.

Critical thinking wrap-up

Watch your time and complete your module on schedule! Make sure to use the last 10 minutes (Fall LEEP) to help your students with the critical thinking component. Rephrase questions as necessary. Help them make connections to the bigger picture and get answers written down.

Disciplinary actions and student safe conduct agreement

1. Be familiar with the Student Safe Conduct Agreement signed by all students
In case of student misbehavior, report it to *school teacher(s) (name)*.
2. Students can be directed by *school teacher(s) (name)* to the bus as per their arrangements.

Evaluate and provide feedback

Provide important feedback by attending the follow up Faculty Feedback meeting or email your recommendations to the LEEP *Education Team* members to help improve the program.

Be there

1. Please bring your own lunch
2. Be on-site by *insert time* at the latest.
3. Please let one of the following members of the LEEP team know ASAP if you are unable to attend so we can cover your area of responsibility:
 - a. *Insert program coordinator/leader name, email, and phone number here*
 - b. *Insert program coordinator/leader name, email, and phone number here*

Again, thank you for helping to make this program a success! Without you we would not be able offer this unique program. We have had wonderful feedback from student follow-up evaluations and debriefing sessions. Your presence helps maintain our safety and educational excellence.

THANKS!