



Field Trip Checklist



- Submit Field Trip Reservation Form*
- Receive date confirmation from the Monument
You will receive a schedule/fee waiver letter later.
- Reserve a bus
Please double check departure and arrival times with the bus company.
- Prepare Students
 - Discuss Behavioral Expectations
 - Discuss what every student should bring
 - Download and complete Pre-Visit Activities (if applicable)

The day of the field trip:

- Bring your field trip schedule and fee waiver letter
- Please make sure students have:

Nametags

Filled water bottles

Appropriate clothing and footwear for weather conditions

Thank you for your help in ensuring a smooth trip!

* What else?

Self-Guided field trips need to turn in a separate fee waiver application, download at:
www.nps.gov/colm/forteachers/self-guided.htm

Ranger-guided field trips no longer need to fill out a separate fee waiver application.

Colorado National Monument

Environmental Education

National Park Service
U.S. Department of the Interior



2014-15 K-12 Field Trip Reservation Form and Academic Fee Waiver

Please fax, mail or email the completed form. Requests are processed on a first-come, first-served basis. You will receive confirmation by phone or email within one week of receipt of your request.

If you have any questions, please call our Environmental Education staff **(970) 858-3617 ext 367**.

If transportation costs are an issue, please contact us.

Mail: Colorado National Monument
Attn: Environmental Education
1750 Rim Rock Dr.
Fruita, CO 81521

Fax: (970) 858-0372
Attn: Environmental Education

Email: colm_education@nps.gov

Name of School: _____ Grade Level: _____

School Address: _____ City: _____ State: _____ Zip: _____

Teacher Name: _____ Phone: _____

Email: _____ Fax: _____ Best time to call: _____

Field Trip Date First Choice: _____
Second Choice: _____

of Classes: _____
of Students: _____
of Teachers: _____
of Chaperones: _____

What time will you depart school? _____
What time do you need to return? _____
What time do your students each lunch? _____

Please inform us of special needs students: _____

Specific requests or additional notes: _____

Please mark the program(s) that you are choosing for the field trip.

Details about the following ranger-guided programs are found at: www.nps.gov/colm/forteachers/.htm

<input type="checkbox"/> 2nd Grade Program Habitats & Seasons <input type="checkbox"/> 3rd Grade Programs <input type="checkbox"/> Rockin Devils Kitchen <input type="checkbox"/> Lifecycles in the Canyon Activity Stations and Walks at Saddlehorn Picnic Area (Choose 2) <input type="radio"/> Radical Rocks <input type="radio"/> "The Valley of the Grand" <input type="radio"/> Investigating Insect	<input type="checkbox"/> 4th Grade Programs Monumental Hike in Lower Monument Canyon <input type="checkbox"/> Theme: Fossils OR <input type="checkbox"/> Theme: Habitats Activity Stations and Short Hikes (Choose 2) <input type="radio"/> Digging into Fossils <input type="radio"/> From Utes to Cowboy Boots <input type="radio"/> An Alcove for an Abode <input type="checkbox"/> 5th Grade Programs No Thoroughfare Canyon Hike to Waterfall Theme: Earth Changes	<input type="checkbox"/> 6th Grade Programs No Thoroughfare Hike & Stations Theme: Constructive & Destructive Processes <input type="checkbox"/> Other Grades & Custom Programs Grade: _____ Location: _____ Topic: _____ _____
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Self-guided Programs Please fill out a separate academic fee waiver form: www.nps.gov/colm/forteachers/self-guided.htm

Location: (Trail name, etc.) _____
 Brief Itinerary: _____
 (Attach separate page if needed.)

Would you like a ranger
"Welcome Talk"? _____



Field Trip Behavioral Expectations

Leave what you find. Please leave all plants, rocks, animals, and historical artifacts where they are.

Reasons:

- collecting is illegal at all National Park Service sites
- flowers/cones contain seeds for new plants
- rocks provide homes for animals
- animals cannot survive away from their home
- if you leave it, others can enjoy it later

Pack it in, pack it out. Please take all trash (including food) out with you, and dispose of it properly.

Reasons:

- litter can kill animals if they eat it
- if you leave it, others will have to clean up after you
- it can take decades for your litter to break down

Stay on the trail. Please follow your leader and walk single file on trails or rocks. Stay away from edges.

Reasons:

- our soil is alive, and if you step on it you will kill the organisms living in it
- you will be less likely to scare wildlife
- you will not trample plants

Respect all wildlife. Please keep a safe distance from all wildlife and do not feed any animals.

Reasons:

- Colorado National Monument is their home, we need to be good guests
- if animals get used to being fed, they will not be able to fend for themselves
- human food can make animals sick
- the animals here are wild, and their behavior is unpredictable

Respect other visitors. Do not throw rocks. Use quiet voices. *Let nature's sounds be heard.*

Reasons:

- we are not the only visitors in the park, and we want everyone to have a good experience here

Teachers/Leaders should all remember to bring:

- Nametags for each student

- List of students in class and their emergency numbers
- Students' medical information and any medications needed (especially allergies, epipens, etc.)
- Your filled water bottle and extra water for students
- Telephone number of the school

Each student should bring/wear:

- Water Bottle and plenty of water
- Backpack
- Sunscreen
- A Pen or pencil (If planning to journal)
- Clothes to be outside
(appropriate for the weather and to get dirty)
- CLOSED TOED shoes (not even hiking sandals)