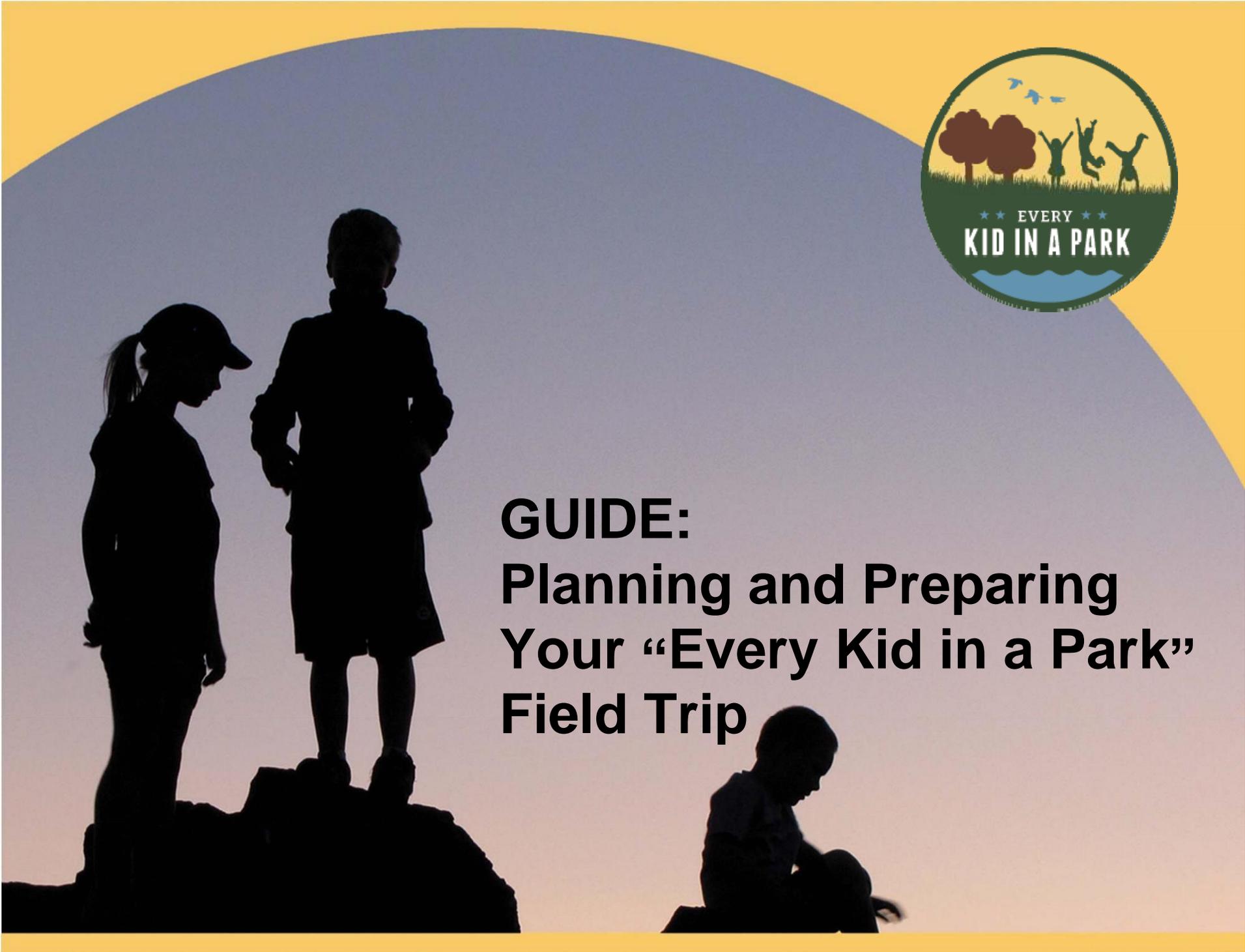




**GUIDE:
Planning and Preparing
Your “Every Kid in a Park”
Field Trip**



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1 Getting Every Kid Passes for Students



PRINT OUT!

4th grade teachers are eligible to print park passes for their class online through the teacher section of the Every Kid in a Park Website

<https://everykidinapark.gov/get-your-pas/educator>

UNIQUE CODE

Each printed pass has a unique code and must be carried as a printed pass for entrance to an Every Kid qualifying outdoor area

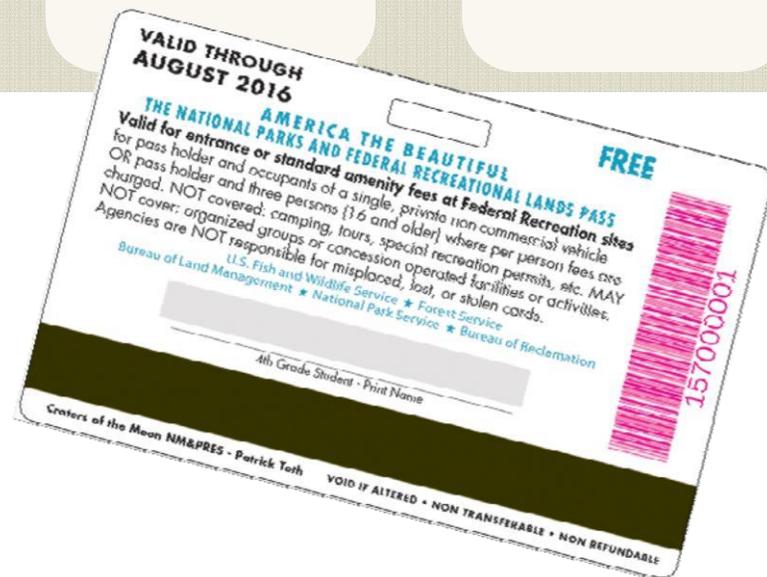
PLASTIC PASS

Some sites may exchange printed passes for plastic copies as a keepsake for students, and to use for future visits

INDIVIDUAL PASS

Teachers may also guide students through the process of getting their own individual pass.

<https://everykidinapark.gov/get-your-pass/fourth-grader>



2 Planning Your Every Kid Field Trip



Below are recommended stages for teachers hoping to take students outdoors for a single day field trip. Your school may have specific systems for administrative approvals, which may be different or not covered in this guide, please, follow those policies and procedures if they exist. Be sure to consult your administration before planning a field trip.



Children observing object in adult's palm

3 Facilitating an Every Kid Field Trip

- Before the Field Trip -



Stamp of approval



First Aid Kit

Before the Every Kid Field Trip:

- Plan the logistics by familiarizing yourself with the local outdoor recreation area you have chosen for your Every Kid field trip.
- Develop curriculum and create pre/during/post lesson plans that will work at your chosen location.
- Determine trip costs (transportation, supplies, equipment, food, etc.) and create a budget.
- Communicate about the Every Kid initiative and your field trip plan with stakeholders (school admin, fellow teachers, parents, and students) and get approval/permission if needed.



Children loading onto school bus

3 Facilitating an Every Kid Field Trip

- During the Field Trip -



Children atop a peak



Children in the woods



Children planting a tree together

During the Every Kid Field Trip:

- Collect all necessary paperwork, gear, and supplies before leaving school.
- Communicate the day's activities to students and parent volunteers and expectations on roles and responsibilities for the day.
- Facilitate planned curriculum and activities safely and effectively (rule of 3, boundaries, etc.).
- Maintain oversight of students' wellbeing (hydration, food, bathroom breaks) and medical conditions (allergies, medications, etc.).

3 Facilitating an Every Kid Field Trip

- After the Field Trip -



After the Every Kid Field Trip:

- Reflect on the pros and cons of each activity and changes you could make to improve the program for next year.
- Archive and file paperwork and curriculum for future reference. Also consider archiving any concerns, issues, and affirmations raised from field trip activities for future reference.
- Review photos and completed curriculum or activities.
- Share experiences with other teachers.



Group discussing observations in a grassy area



Children in a classroom



Children sitting on a log

4 Instant Advice



Students engaging with the outdoors

Reservations

Call ahead! For some public lands, organized groups are required to obtain special use permits or reserve a particular day or time for their visit. If you are leading a group of a dozen or more, or if your plans include staying overnight, you should contact the national park or public land unit well in advance to determine whether you will need a group use permit or any other reservations. Special tours or interpretive programs at visitor centers and other facilities can be reserved ahead of time.

Fundraising

Teachers may choose to raise funds for trips to make up for uncovered costs associated with the trip. Your school site may have a fundraising policy that should be considered before planning a fundraising event. We recommend that if fundraising is needed for some students and not for others, that your entire student cohort engage in fundraising activities. In this way, students won't be singled out for financial disparities.

Time Management

It usually takes much longer than expected to transport participants from one location to another and begin facilitating activities. This is especially true with younger students and in the outdoors. When planning trips, keep in mind the time it takes to go to the bathrooms, eat a snack, have a drink of water, facilitate activities/reflection, and load vehicles.

Group Management

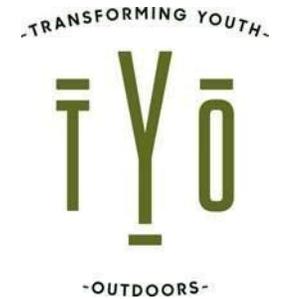
Engaging students 1:1 can be difficult when working with large groups of students. Be sure to establish strong adult-student ratios that are conducive to engaging youth in activities.

Contact Information



This guide has been created for the Every Kid in a Park initiative by TYO: Transforming Youth Outdoors.

For further information please visit our website : <http://mytyo.org/>



Screenshot of the TYO website



www.everykidinapark.gov