



PLANNING YOUR COASTAL ROOTS FIELD TRIP

The purpose of the fieldtrip is to inspire stewardship through education and hands-on experience. The keys to a successful field trip are planning and organization:

- Once your group has conformed the date of your fieldtrip, discuss travel arrangements with the school based administrator. Transportation arrangements must often be made weeks in advance of need.
- Permission to take young people off school grounds varies with the school district and may require "Field Trip Request " forms to be completed weeks before the trip.
- Securing additional chaperones can be challenging. Recruit chaperones well in advance.
- Investigate as much as possible about the site prior to the trip. Become cognizant of accessibility for physically handicapped students, availability of drinking water and toilet facilities, and the location of emergency medical assistance nearest the site. As most *Coastal Roots* fieldwork is in wetland areas, it may be necessary to take along canteens or bottled water and to make "potty stops" before reaching the collecting/planting site and after leaving the site.
- Facilities for eating must also be considered. It may be necessary for students to take along brown bag lunches to be eaten at the site or on the bus. Consult the bus driver before planning to eat meals or snacks on-board.
- Inform guardians and students of the: purpose, date, estimated times of departure and arrival back at school, necessary materials, and any field trip fees. Attached is a copy of the information form distributed to students at Grace King and West Jefferson High Schools before participation in a *COASTAL ROOTS* tree planting
- Secure Field Trip Permission Forms from all participants and take these along on the trip. Provide a copy of the participant roster with corresponding emergency contact numbers to the school principal (or designee) in case of emergency.

Attached is a sample Field Trip Permission Form distributed to Grace King and West Jefferson High School students before participation in a *COASTAL ROOTS* fieldtrip. It was modified from the FIELD TRIP PERMISSION FORM issued by the Abington (Pennsylvania) School District (<http://www.pde.state.pa.us/k12/cwp/view.asp?A=6&Q=55695>)

- It may also be necessary to have students and their guardians' complete photo release forms prior to the trip.

COASTAL ROOTS FIELDTRIP

SATURDAY, 13 OCTOBER 2001

GOLDEN MEADOW, LA

WE WILL BE LEAVING GRACE KING FOR APPROXIMATELY 6:45 AM AND MAKING A STOP AT WEST JEFFERSON HIGH SCHOOL TO PICK UP OUR FELLOW TRAVELERS.

WEST JEFFERSON STUDENTS SHOULD BE PREPARED TO LEAVE AT 7 AM.

We will travel by school bus to the Burger King in Golden Meadow (about 1 ½ hour drive). We will have breakfast snacks on the bus and will, therefore, not be enjoying breakfast at Burger King. At Burger King, we will meet our friends from LSU and then follow them to the planting site. Working in groups of two, we will plant saplings for 1 to 1 ½ hours. We will be working along a levee in Golden Meadow.

Afterward, we will clean up and head for home. We should be back at our respective schools for approximately 1 or 1:30 pm. We will make arrangements for enjoying a tasty lunch to eaten on our bus ride home.

The Science Society will provide the breakfast items, snacks, and a light lunch. Dr. Blanchard will be providing cold drinks. The *Coastal Roots* grant will pay for the bus. You, therefore, will need no spending money.

You will need:

- **To complete and return your fieldtrip permission form.**
- **To complete and return the photo release form (LSU Sea Grant plans to put pictures of you on their website and the Times Picayune may feature you, too.)**
- **Old socks and shoes (They will get wet and muddy).**
- **Dry shoes and socks for the trip home.**
- **Old clothes- - Long pants help protect your legs if you kneel while planting**
- **Rain gear- - If there is a little rain, we will still plant. If the forecast is for really bad weather, we will postpone the trip. Be sure to include your phone number on the permission slip, so that we can notify you of any changes.**
- **A towel, if you want to dry off after we clean-up (probably hose off)**
- **Gardening gloves if you have them**
- **A hat and sunscreen**
- **Bug spray**

Dr. Blanchard will bring each of us a *Coastal Roots* T-shirt. Please be sure to indicate your size choice on the signup sheet.

Thank you for your participation!



COASTAL ROOTS FIELDTRIP PERMISSION FORM (SAMPLE)

DATE OF TRIP: _____ DEPARTURE TIME: _____

DESTINATION: _____ RETURN TIME (Approx.): _____

Teacher Sponsor: _____

PURPOSE: Planting of wetland tree saplings with LA Sea Grant College Program.
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Student Name _____ Phone _____

Home address _____ City _____, LA zip _____

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In compliance with Parish School System policy, no student will possess or use tobacco products, alcohol, or drug-related materials. Students are not permitted to carry any form of medication. Arrangements for transport of any medication essential to the student's health should be made with the school nurse and teacher sponsor.

The parent or guardian of a student requiring daily medication **must** check one of the following:

____ I understand that my student will omit his/her daily scheduled medication on the day of the trip.

____ I will accompany my student on the fieldtrip and will administer his/her medication.

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Parent or Guardian _____ Phone _____
Number at which he/she can be reached on day of the trip

Physician's name _____ Phone _____

Insurance policy name _____ Insurance number _____

Any serious allergies or medical concerns: _____

Medications: _____

If the parent/guardian cannot be reached, contact: (Must be at least 21 years old)

Name _____ Relationship _____ Phone _____

In case of illness or emergency, I authorize the representatives of the Parish School System and LA Sea Grant Program to contact directly the persons named on this form. In the event parents, physician, or other person named on this form cannot be contacted, the school representatives are authorized to take whatever action is deemed necessary for the health and safety of the student. I also give permission that my student may be taken to the hospital and treated in case of emergency.

Parent/Guardian _____ Date _____

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The representatives of Parish School System, Louisiana State University, LA Sea Grant, and LSU AgCenter will discuss safety procedures, provide supervision of activities, and monitor student behaviors. Parents and students should be aware, however, that because students will be working in the wetland environment, the trip may involve some activities, which by their very nature, may present some hazards and under circumstances which render individual supervision difficult. Students are to comply with safety and behavioral guidelines and conduct themselves in an appropriate manner. Parish School System regulations and local/state/federal laws will apply to the actions of all persons involved in this activity.

I agree to allow my student to participate in the Coastal Roots fieldtrip on _____(date).

I agree not to hold Parish School System, Louisiana Sea Grant College Program and the LSU AgCenter and their representatives liable except in cases of deliberate neglect.

Parent/Guardian _____ Date _____

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I understand the information detailed on this form. I agree to abide by the guidelines listed.

Student _____ Date _____

