

Alabama Museum of Natural History

Field Trip Policy and Guidelines

The Museum staff will call to confirm the date of your field trip. Please notify us immediately if you foresee a conflict in scheduling.

Canoe Field Trips

(General guidelines – more specific guidelines may apply to certain sites)

Canoe field trips require a minimum of five (5) hours of participant's time, excluding transportation to and from the field trip site. To gain the most value from the canoe field experience, we encourage you to reserve a full school day for the trip.

Maximum number of participants = 20 (including teachers and adults)

Total number of people = 22 (including staff)

Minimum number of participants = 10 (including teachers and adults)

To ensure a fun and safe outing for everyone, canoe trips are limited to students in the 6th grade or above. One teacher and at least one other adult are required to accompany students during a canoeing field trip.

Field Science Programs

Field science programs require a minimum of three (3) hours of participant's time, excluding transportation to and from the field trip site.

Maximum number of participants = 30 (including teachers and adults)

Total number of people = 32 (including staff)

Minimum number of participants = 15 (including teachers and adults)

To ensure a fun and safe experience for everyone, field science programs are limited to students in the 4th grade or above. One teacher is required to accompany a student group, but we strongly encourage an additional adult to participate.

Field Trip Fee

The Alabama Museum of Natural History will charge a fee for each person participating in any field science program. The fee for field trips is \$10 per student/chaperone and one teacher is free for every 10 students.

Cancellations

Field trips may be cancelled at the discretion of the Museum staff, if we feel that conditions may compromise the safety of participants. Safety issues meriting staff cancellation may include inclement weather or site conditions, inadequate staffing, or inappropriate participant behavior. If a field trip is canceled due to weather or staffing,

then the group leader may reschedule the trip or receive a full refund of their deposit. If the trip is cancelled due participant behavior, then all fees and the deposit are forfeited.

The group leader may cancel a trip for any reason with three weeks prior notice given to the Museum staff and reschedule the trip or receive a full refund of the deposit. Cancellations with less than three weeks notice may be rescheduled or forfeit the deposit. All trips that are rescheduled due to cancellations are subject to availability.

Insurance

The Alabama Museum of Natural History is insured for liability through the University of Alabama. Each participant is expected to have their own personal health insurance to provide coverage for them in the event of an accident while participating in a Museum Field Science Program.

Things To Do Before The Field Trip

Please copy and distribute the Participant Information Sheet to every person going on the trip. Medical Release forms must be completed and signed prior to the field trip and will be collected by staff. Students will not be allowed to participate in the field experience without a signed medical form.

Please advise participants that they are expected to act in a safe and considerate manner for the duration of the field trip. Safety is our most important concern. Review the rules outlined on the Participant Information Sheet prior to the trip. We reserve the right to terminate a trip if students act inappropriately.

Prior to the trip, go over the vocabulary words with your students and share with them an excitement about the trip. Students who have a positive attitude will benefit the most from the field experience.

Things To Do The Day Of The Field Trip

Bring all completed and signed medical forms (including forms for teachers and adults)

Teachers and adults should feel free to contribute their knowledge about the issues and related topics that we cover. The staff enjoys learning from participants, especially if the information pertains to local issues and will personalize the learning experience for students. We encourage you to work closely with the staff to integrate skills and work effectively with the participants.

The Museum staff should not be expected to discipline students. Any activities that hinder the ability of the instructors to run a safe, educational trip may lead to an early termination and jeopardize the group's future opportunities to participate in Museum activities. Please make sure students dress appropriately for the weather and the day's activities and that they bring enough food and drink for a very active day.

Things To Do After The Field Trip

Follow up action with the students - that's what counts! No educational field experience can stand alone. Your students will benefit the most by participating in post-trip activities that reinforce experiential learning. Curriculum activities are available through the Museum Education and Outreach staff and Discovering Alabama. Please contact us with your request by calling (205) 348-7550 or email us at programs@bama.ua.edu.

Please send us any pictures or student letters, as we are always looking for opportunities to highlight student experiences with the Museum Field Science Programs.