



# TEACHER RESPONSIBILITY CHECKLIST

**IT IS THE RESPONSIBILITY OF WOLFTREE TEACHERS TO:**

## Pre-Field Experience

- Secure Bus Transportation
- Complete *Bus Reimbursement Form* (if needed) & send to Norie at OFRI
- Prepare students using our *Ecology Field Guide* (*Science Inquiry & Ecological Concepts* sections are recommended)
- Coordinate a pre-field day(s) classroom session with WolfTree staff
- Send home *Parent Letter & WolfTree Permission Form* to be signed by a parent/guardian
- Complete a *Class List* of participants, including adults
- Have chaperones review & sign *WolfTree Chaperone Guidelines Form*
- Strategically form cooperative & workable teams of 5-6 students
- Inform WolfTree about special needs students
- Inform WolfTree about students with relevant medical issues
- Request & collect \$5/student donation (1-2 field days); \$10/student (3+ field days)
- Sign & have your principal sign a *WolfTree School M.O.U.* & send or fax it to us
- Bring completed *WolfTree Permission Forms & Class List* to the field day
- Bring donation dollars to the field day

## Post-Field Experience

- Complete *Program Evaluation* within two weeks of the conclusion of your program
- Send "Thank You" to mentors
- Coordinate post-field day(s) classroom session(s) with WolfTree staff (if necessary)