



Field Trip Guidelines for Tsalila Education Days

Thank you for bringing your students to participate in the Tsalila Education Days. We hope that you have a good visit, and plan on attending next year. We appreciate your input to help us continue to improve your learning experience.

The guidelines below are intended to help you plan your field trip to “Tsalila: the Umpqua River Festival”.

1. **Group size & number per class:** Classes have been broken up into smaller groups, where appropriate, to keep them manageable for chaperones and Tsalila instructors. As scheduling allows, all of the groups in each class will visit the same learning stations.
2. **Tsalila schedule:** we anticipate 3,000 students and teachers to participate at the Tsalila education days. Due to the large number of students, it is critical that you stick to the schedule that has been provided to you by the Tsalila staff. No substitutions are permitted, nor are you able to choose your own stations. If you arrive late, the bus greeters may direct you to go ahead to your learning station, or they may ask that you wait until the next session starts. You will not be able to ‘make up’ any learning stations that you missed. Each station is 20 minutes long; a horn will sound when it is time to move to your next station.
3. **Name tags:** All members of your group must wear a name tag that lists their name and the name of your group. Groups have been given colors or names of things found in a watershed to help identify each group. For example, a name tag would read “Kristy - red group – Coquille Valley”
4. **Chaperones:** Two chaperones per group are required. All students must be in the company of a chaperone throughout the visit. Teachers and chaperones will be responsible for discipline, getting the students to the correct learning stations on time, and helping to keep the kids on task. You are responsible for the students behavior
5. **Weather considerations:** Tsalila goes on regardless of the weather. Many of the learning stations are inside the Umpqua Discovery Center or in tents, but there will be times

when your group will be walking outside. Have the students dress appropriately for the weather: this includes rain coats.

6. **Busses:** Tsalila will reimburse schools 30% of your bus costs to and from Tsalila. To receive the reimbursement, the bus reimbursement form must be submitted by November 1. If you choose to visit other sites than Tsalila during your field trip, Tsalila will not be paying for your busses. Our grant money only covers busses specifically for Tsalila.
7. **Evaluations:** we take your comments seriously, and use your feed back to plan for next year. Teachers must submit evaluation forms by November 1 with the bus reimbursement forms.
8. **Lunch:** there are no facilities at the Tsalila site to eat lunch. School groups should plan on eating lunch at one of the neighboring parks or waysides.
9. **Help:** Tsalila volunteers will be there to greet your bus. They will have announcements concerning any last minute changes to the stations, and will direct you where to start your first station. They are available to provide assistance with finding your way around, and answer questions.
10. **Lost and Found:** Items will be taken to the Umpqua Discovery Center and held for two weeks. Items will need to be picked up at the Center.
11. **First Aid:** a kit is available at the Umpqua Discovery Center
12. **Pre- and Post-trip Activities:** the Tsalila web site has a variety of educational activities that you can use in your lesson plans before and after your field trip. Your students will get more out of the experience if you build what they learned into your curriculum. The web site can be found at www.tsalila.com
13. **Handouts for students:** During the Education Days, students are unable to attend all of the learning stations. We will provide a handout for students which gives them information about returning to Tsalila during the weekend festival with their families. The majority of the learning stations will be offered, as well as some new ones, plus music, food and vendors.

The Tsalila Education Days and Tsalila Festival are brought to you by the Tsalila Partnership: the Reedsport School District, Siuslaw National Forest, Umpqua Discovery Center, Reedsport/Winchester Bay Chamber of Commerce, Confederated Tribes of Coquille, Lower Umpqua and Siuslaw Indians, and the Bureau of Land Management. It takes many, many organizations and agencies to make Tsalila happen, and we greatly appreciate our sponsors and the hundreds of volunteers who participate.