

Dear Teacher/Field Trip Leader:

Thank you for making your reservation for a field trip to the Sauvie Island Center! We look forward to a fun and educational experience for you and your students. This Confirmation Letter includes all the information you'll need for your trip, including important reminders in the field trip checklist. Thank you for taking the time to read it carefully.

Please contact me with any questions at 503-341-8526 or aliesje@sauvieislandcenter.org.

Warmly,

Aliesje King
Program Manager
Sauvie Island Center

Your field trip details:

School/Group Name: [Click here to enter text.](#)

Field Trip Date(s): [Click here to enter text.](#)

Arrival Time: 9:30 AM

Departure Time: 1:30 PM

Grade level: [Click here to enter text.](#)

Teacher/group leader: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Number of students: [Click here to enter text.](#)

Number of adults: [Click here to enter text.](#)

Modules: [Seed to Harvest](#), [Plant Parts](#), and [Pollination](#)

Payment:

Choose an item.

Please pay within **10 days** of receiving this confirmation letter to secure your spot. Upon receipt of payment, your reservation is secure.

- Pay with credit card: <http://www.sauvieislandcenter.org/educators/>, click on “pay for a field trip”
- Pay by check: Make checks payable to Sauvie Island Center, PO Box 10422, Portland, OR 97296

Cancellation Policy:

- If cancelled more than 1 month in advance of trip date: full refund
- If cancelled between 2 weeks 1 month in advance: 50% refund
- If cancelled less than 2 weeks in advance: no refund

Driving Directions:

Howell Territorial Park, Public Parking Lot
13901 NW Howell Park Rd, Portland, OR 97231

- Take Highway 30 west from Portland, then turn right onto the Sauvie Island Bridge.
- The bridge itself will curve, but once off the bridge, continue straight.
- In about a mile, turn right onto Howell Park Road, towards the Bybee Howell House.
- **Park in the grassy public parking lot immediately on your left, in front of the white 2-story house. DO NOT drive past the house, as there is no place for the bus to turn around. Please wait for SIC staff to board the bus.**
- If you are running late, please call us at 503-341-8627. Thanks!

Field Trip Checklist: Help us make your day a success!

Pre-trip prep list:

- Visit our **Teacher Resource Page**, where you can find **classroom lesson plans and resources** to use before and after your trip, as well as **additional field trip information!** Find it all at: <http://www.sauvieislandcenter.org/educators/>
- Pass along the **packing list** (below) to all families
- Make sure all chaperones have read and understand the **“Dear Chaperone” letter**. Chaperone responsibilities include:
 - Modeling appropriate behavior (being quiet and aware, participating in activities, no texting or phone calls, etc.)
 - Leading group from one activity to the next and keeping group together.
 - Helping students with activities and helping focus attention.
 - Helping with unexpected circumstances, bathroom trips, etc.
- Let us know of any **special student considerations** we should be aware of, such as:
 - Physical disabilities or behavioral issues, and how we can help to accommodate
 - Allergies to bee stings
 - Students who aren’t allowed to be photographed
- Divide your students into 3 groups** of 7-10 students, with at least one chaperone per group (Tip: Color-code student groups by their name tags! Red group, blue group, etc.)
- Make sure all students have time to **eat breakfast and/or a morning snack** before leaving school. It’s hard to learn on an empty stomach! If needed, you can also bring a class snack to hand out during opening circle.
- Make sure all students **use the bathroom** before leaving the school

Packing List: Teacher/Trip Leader:

- Name tags for all students and adults (written in bold, easy to read text)
- Trash bag (to pack out garbage from lunch)

Packing List: Students and Chaperones:

Field Trips are held **rain or shine**, and we will be outside all day. Please be prepared!

- Sturdy, close-toed shoes with socks. Rain boots are great. NO sandals!
- Lunch and full water bottle
- If the weather is cold:*
 - Warm, waterproof layers including a coat or sweater and raincoat or poncho
 - Hat and gloves
- If the weather is hot:*
 - Sun hat
 - Sunscreen
 - Long-sleeved layer (it is still chilly on the farm in the morning!)

Sample Field Trip Schedule:

In this example, a class of 30 students has been divided into 3 small groups, with 10 students in each group. These groups rotate through three activities, each 45 minutes long. Trip schedules may vary depending on travel time and / or special circumstances.

9:30- 10:00: Arrive at Sauvie Island Center, Meet staff on the bus in the parking area. Introductions, wildlife-watching techniques, split into small groups

10:00-10:50: First activity and rotate

10:50-11:40: Second activity and rotate

11:40-12:25: Lunch

12:25-1:15: Third activity and rotate

1:15- 1:30: Closing circle, clean up/gather belongings, load bus

For more on what to expect during your trip, visit: <http://www.sauvieislandcenter.org/educators/trip-resources/>

Extra tips for having a great day:

Prepare the students for a calm, thoughtful, and respectful trip.

There is no such thing as "bad" weather, only poor clothing. Have students dress for the weather - shoes that can get muddy, coats, hats or sunscreen - whatever is appropriate. Due to dampness and wind, it generally feels 10 degrees cooler at the site than in town. We have some extra boots and coats on site, but it takes quite a bit of field trip time to get children equipped. Your field trip will be rescheduled only if school is closed.

We all help take care of this land. Our regional parks are important habitat for many types of wildlife and are visited by thousands of people each year. Be sure that students and chaperones all know that all plant and animal life at our parks is protected, and that students do not pick plants, create new trails through the vegetation, or chase, touch, or harass wildlife.

The Sauvie Island Center is on a working farm. Students may not touch any farm equipment or pick any plants they are not asked to, and are expected to stay on trails and paths to avoid disturbing or trampling growing fruits or vegetables.

Reduce, Reuse, Recycle. If possible, please reduce the amount of packaging brought in lunches. Instead, bring containers you can reuse. **We ask that you separate and take back to school ALL garbage and recyclable materials.**