

Teacher Coordinator Letter

Dear Coordinator and Teacher(s),

Thank you for choosing Westminster Woods as the site for your environmental education program. The enclosed information packet is designed to help as you organize your event. Please read the material carefully and call me with any questions you have.

It is necessary to have one person coordinate the program. This can be either a parent or a teacher. All the teachers involved need to be part of the process and receive a packet.

Coordinator pre-trip responsibilities:

1. Communicate logistics with Westminster Woods Guest Services Coordinator.
2. Complete the enclosed checklist.
3. Fill in the (pink) group **roster**.
4. Deliver the map to the drivers and/or bus company.
5. Work with teachers in recruitment, coordination, and training of **chaperones**.
6. Send out Chaperone Information packet.

Teacher's pre-trip responsibilities:

1. Work with Westminster Woods Environmental Education Coordinator to:
 - A. Schedule a classroom visit and orientation
 - B. Establish goals and objectives
 - C. Assist in pre-trip curriculum activities with students
2. Distribute **Medical/liability form, Parent(s)/Student letter** and **equipment list**.
3. Work with teacher/coordinator in recruitment, coordination, and training of **chaperones**.
4. Divide students into cabin/trail groups and submit to the EE coordinator at least **two weeks prior** to arrival.

We appreciate all the hard work you do to make programs like this possible for the students!

For more information please call our **Environmental Education Program Office**.

Sincerely,

David Berman
Environmental Education Director
707-874-2426 ext. 616
davidb@westminsterwoods.org