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 EE Department.
2. Complete the enclosed checklist.
3. Fill out the **Group Roster Form.**
4. Work with teachers in recruitment, coordination, and training of **chaperones.**
5. Copy and send out the Chaperone/Cabin Leader Information packet.

Teacher's pre-trip responsibilities:

1. Work with Environmental Education Department to:
2. Finalize Itinerary and Program design
3. Update group numbers and arrival times
4. Distribute **Medical/liability form** and **Parent(s)/Student letter** including **equipment list** to parents and participants.
5. Work with coordinator in recruitment, coordination, and training of **chaperones.**
6. Divide students into cabin and trail groups and submit to the EE Department 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,

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