Field Trip Information Packet

1. Planning Your Field Trip
2. The Day of Your Trip
3. Sample Field Trip Schedules
4. Teacher Field Trip Checklist
5. Student Field Trip Checklist
6. Facility Use Guidelines
7. Leave No Trace
8. Directions to Scout Island
9. Map of Scout Island
10. Liability Waiver (if needed)

Contact Information

Stephen Bock
Director, Scout Island
Fresno County Office of Education
sbock@fcoe.org
Phone: 559-265-4060
Fax: 559-265-4063

Matthew Stewart
Administrative Assistant, Scout Island
Fresno County Office of Education
mstewart@fcoe.org
Phone: 559-265-4062
Fax: 559-265-4063
Planning Your Field Trip

1. Contact Scout Island and discuss your event with staff. They will assist you in planning and work with you to arrange a date.

2. Once your date is determined complete and submit an online registration form. An application, facility use agreement, and quote with applicable fees will be emailed to you. Please review the information and make certain it is correct.

3. Obtain the necessary signatures on the facility use agreement and forward it along with a copy of your completed *purchase order (for the quoted amount) to Scout Island by Fax (559-265-4063) or email (mstewart@fcoe.org).

*If your organization does not use purchase orders please contact Matthew Stewart.

4. If requested, obtain the certificate of insurance noted on the Use Agreement and forward to Scout Island by Fax (559-265-4063). (Event registration is not complete until a certificate of insurance is received.)

5. You will receive an email confirmation that your event has been placed on the Scout Island Calendar.

6. Liability Waivers are required for all adults and students that will be canoeing, participating in any ropes course activities, or conducting a service-learning project.

7. Scout Island is open from 7:30am until 4:30pm Monday through Friday. Please plan your event so that all participants and vehicles have left Scout Island by 4:30pm.

Scout Island Contacts:

Stephen Bock
Director, Scout Island
Fresno County Office of Education
Phone: 559-265-4060
Fax: 559-265-4063
sbock@fcoe.org

Matthew Stewart
Administrative Assistant, Scout Island
Fresno County Office of Education
Phone: 559-265-4062
Fax: 559-265-4063
mstewart@fcoe.org
The Day of Your Trip

- Make sure all students have pencils!
- Make sure students are dressed appropriately.
- Bring liability release forms for canoeing.
- Stay on Schedule. Notify Scout Island Staff if you are going to be late. (Late arrival will result in students missing one learning station.)
- Make sure all drivers have copies of the directions to Scout Island.
- You will be met by Scout Island Staff upon arrival.
- Divide students into their groups with their chaperones. Chaperones must stay with their groups!
- Unload coolers & lunches. Scout Island staff will transport them to the outdoor river area.
- A Scout Island teacher will lead each group to their first learning station.
- Chaperones and teachers should assist Scout Island teachers in keeping students focused on learning activities.
- Collect all student work from each learning station.
- Supervise students during lunch. Make sure all trash is picked up!
- Make sure students have all of their personal items before they leave Scout Island.
## EXAMPLE

### 6 Station Field Trip Agenda (150 Students)

<table>
<thead>
<tr>
<th>STATION #</th>
<th>ACTIVITY</th>
<th>TEACHER</th>
<th>LOCATION</th>
<th>9:00am-9:30am</th>
<th>9:30am-10:30am</th>
<th>10:30am-11:30am</th>
<th>11:30am-12:30pm</th>
<th>12:30pm-1:00pm</th>
<th>1:00pm-1:30pm</th>
<th>1:45pm-2:00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Scout Island WalkAbout</td>
<td>Conrad Bitters</td>
<td>River Amphitheater</td>
<td>Arrival</td>
<td>TROUT</td>
<td>BEARS</td>
<td>SALMON</td>
<td>Lunch</td>
<td>Group Activities</td>
<td>Departure</td>
</tr>
<tr>
<td>2</td>
<td>Macro Invertebrate Study</td>
<td>Jody B</td>
<td>River Forest</td>
<td></td>
<td>SALMON</td>
<td>TROUT</td>
<td>BEARS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Salmon Art</td>
<td>Ann Perkins</td>
<td>Outdoor Event Tent</td>
<td></td>
<td>BEARS</td>
<td>SALMON</td>
<td>TROUT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Scout Island WalkAbout</td>
<td>Nancy Volkoff</td>
<td>Eucalyptus Grove</td>
<td></td>
<td>EAGLES</td>
<td>REDTAIL</td>
<td>HAWKS</td>
<td>RACCOON</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Macro Invertebrate Study</td>
<td>Carolyn Matthews</td>
<td>Redwood Grove</td>
<td></td>
<td>RACCOON</td>
<td>EAGLES</td>
<td>REDTAIL</td>
<td>HAWKS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Salmon Art</td>
<td>Karen Bitters</td>
<td>Outdoor Event Tent</td>
<td></td>
<td>REDTAIL</td>
<td>RACCOON</td>
<td>EAGLES</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Example

## 3 Station Field Trip Agenda (75 Students)

<table>
<thead>
<tr>
<th>STATION #</th>
<th>ACTIVITY</th>
<th>TEACHER</th>
<th>LOCATION</th>
<th>9:00am-9:30am</th>
<th>9:30am-10:30am</th>
<th>10:30am-11:30am</th>
<th>11:30am-12:30pm</th>
<th>12:30pm-1:00pm</th>
<th>1:00pm-1:30pm</th>
<th>1:45pm-2:00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Scout Island WalkAbout</td>
<td>Conrad Bitters</td>
<td>River Amphitheater</td>
<td>Arrival</td>
<td>TROUT</td>
<td>BEARS</td>
<td>SALMON</td>
<td>Lunch</td>
<td>Group Activities</td>
<td>Departure</td>
</tr>
<tr>
<td>2</td>
<td>Macro Invertebrate Study</td>
<td>Jody Bertolucci</td>
<td>Capitola Kitchen</td>
<td></td>
<td></td>
<td>SALMON</td>
<td>TROUT</td>
<td>BEARS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Salmon Art</td>
<td>Ann Perkins</td>
<td>River Forest</td>
<td></td>
<td></td>
<td>BEARS</td>
<td>SALMON</td>
<td>TROUT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Teacher Field Trip Checklist

To make your field trip enjoyable proper preparation is essential. The Program will be providing the following:

- Clipboards
- Lesson Plans
- Activity Guides
- Activity Materials

What to Bring

Items

- First Aid Kit
- Pencil for each student
- School District Field Trip Permission Form
- Scout Island Liability Release Forms*
- Name/Photo/Media Release
- Student List
- Student Medications
- Camera
- Binoculars
- Field Guides

*Liability Release Forms are required for canoeing activities and service-learning activities. Students will not be allowed to participate unless they have a signed form.

Food

- Snacks
- Lunch
- Beverages

Transportation:

Scout Island has limited parking facilities. Please encourage parents/guardians to car pool to limit the number of vehicles on the trip.

Contact for information or questions:

**Stephen Bock**  
Director, Scout Island  
Fresno County Office of Education  
sbock@fcoe.org  
Phone: 559-265-4060  
Fax: 559-265-4063

**Matthew Stewart**  
Administrative Assistant, Scout Island  
Fresno County Office of Education  
mstewart@fcoe.org  
Phone: 559-265-4062  
Fax: 559-265-4063
# Student Field Trip Checklist

To make your field trip enjoyable proper preparation is essential. Please review this list and make sure you bring the items you need.

## What to Bring

Weather is variable in the Central Valley. Please check the weather report the day BEFORE your trip. Make sure you are dressed appropriately for field activities. You should layer their clothes to account for temperature change.  *optional*

<table>
<thead>
<tr>
<th>Clothing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Warm Jacket/Sweatshirt (Winter)</td>
<td></td>
</tr>
<tr>
<td>_____ Closed Toe Shoes (Sandals should not be worn!)</td>
<td></td>
</tr>
<tr>
<td>_____ Hat with Sun Brim</td>
<td></td>
</tr>
<tr>
<td>_____ Rain Jacket*</td>
<td></td>
</tr>
<tr>
<td>_____ Rubber Boots*</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Items</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Pencil (You must bring your own pencil!)</td>
<td></td>
</tr>
<tr>
<td>_____ Sunscreen</td>
<td></td>
</tr>
<tr>
<td>_____ Day Pack to carry lunch and gear</td>
<td></td>
</tr>
<tr>
<td>_____ Water bottle</td>
<td></td>
</tr>
<tr>
<td>_____ Medications (Please make arrangements with teacher.)</td>
<td></td>
</tr>
<tr>
<td>_____ Camera*</td>
<td></td>
</tr>
<tr>
<td>_____ Sunglasses*</td>
<td></td>
</tr>
<tr>
<td>_____ Binoculars*</td>
<td></td>
</tr>
<tr>
<td>_____ Field Guides*</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Food</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Snacks</td>
<td></td>
</tr>
<tr>
<td>_____ Lunch</td>
<td></td>
</tr>
<tr>
<td>_____ Beverages</td>
<td></td>
</tr>
</tbody>
</table>
Facility Use Guidelines

Scout Island is an educational site. For your safety and pupil’s welfare all Vehicle, Penal, Health and Safety, Educational and Municipal Codes are enforced on the property. Please follow the following guidelines while visiting Scout Island.

Prohibited Activities

- Possession or use of tobacco, alcohol or controlled substances (H&S 11357; B&PC 25608, 25662; Board Policy 3512.2-AR; 3515.2-P)
- Possession or use of guns or other weapons (PC 626.9; 626.10; Board Policy 5131.7-P)
- Loitering (PC 6539)
- Unauthorized Soliciting

Vandalism

- Vandalism will be prosecuted (PC 594)
- Redress will be sought from individuals or the individual’s parents for the costs of said vandalism (Board Policy 5131.5-P)

Vehicles

- Parking is allowed only in designated parking areas (MC 2113;22658;MC108060)
- Authorized vehicle speed on site: 10 mph
- Limited numbers of vehicles are allowed at the river area for activity setup, takedown and Service-Learning projects. Coordinate your needs with Scout Island Staff. Please drive and park only on access roads. Participants should plan on walking to the Outdoor River Area.
- For aesthetics and safety remove all vehicles from river area when students are present for field trips

Facility

- Please share the facility with other guests. River access is available for all.
- Respect areas that have been reserved by groups.
- Help us keep Scout Island clean by placing all trash in proper containers.
- Keep restrooms clean.
- No lifeguard is on duty. Watch students while they are near the river.
- For the safety of Scout Island guests rock throwing is not allowed.
- Report any facility needs to Scout Island Staff.

Staff Contact:
Stephen Bock
Director, Scout Island
Fresno County Office of Education
Phone: 559-265-4060
Fax: 559-265-4063
sbock@fcoe.org

Thank you for helping provide a safe outdoor education environment.
“Leave No Trace”

"Leave No Trace" is a nationally recognized outdoor ethics education program. National sponsors include the Bureau of Land Management, Forest Service, National Park Service, Fish and Wildlife Service, Subaru and Recreational Equipment Inc (REI). The principles of Leave No Trace are not rules but guidelines to promote the wise stewardship of natural resources.

Plan Ahead and Prepare

Plan ahead and prepare for outdoor activities. Review Scout Island facility use guidelines with all participants who will attend your event or activity. Coordinate access with Scout Island staff and make plans to carpool. Everyone should be prepared to walk to the outdoor river area. Remind participants to dress appropriately.

Travel on Durable Surfaces

Walk on roads and trails. Minimize activities in riparian areas. When visitors trample vegetation communities of organisms may be harmed. Barren areas can create dust and cause erosion.

Leave What You Find

Allow others a sense of discovery: Leave rocks, plants, animals, and other objects as you find them.

Minimize Site Alterations

Do not dig holes or trenches or build structures with rocks and vegetation. Never hammer nails into trees, hack at trees with hatchets or saws, or damage bark and roots. Do not move rocks or cut vegetation.

Respect Wildlife

Observe wildlife from afar to avoid disturbing them. Give animals a wide berth, especially during breeding, nesting, and birthing seasons. Keep garbage and food scraps away from animals so they will not acquire bad habits. Help keep wildlife wild.
Directions

- On Herndon, head east if you are coming from 99 or west if you are coming from 41.
- Go north on Van Ness Ave. and down the hill at the end of Van Ness Ave.
- Make your first immediate left taking you through the gate with two rock pillars.
- If the gate is locked please use the call box by pressing 010 then the “Call” button.
- Once opened, make your way down the hill, follow the curve to the right and take the road straight into Scout Island.