



SCOUT ISLAND

OUTDOOR EDUCATION CENTER



FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

FIELD TRIP INFORMATION PACKET

Planning Your Field Trip

The Day of Your Field Trip

Teacher Field Trip Checklist

Student Field Trip Checklist

Facility Use Guidelines

Pack It In, Pack It Out

Directions to Scout Island

Map of Scout Island

Liability Waiver (if needed)

Scout Island Outdoor Education Center
Contact Information

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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 email to lmccaslin@fcoe.org.
 - **If your organization does not use purchase orders, please contact LuAnn McCaslin**
4. If requested, obtain the certificate of insurance noted on the Use Agreement and forward to Scout Island by email (scoutisland@fcoe.org) or 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 events calendar.
6. Liability Waivers are required for all adults and students that will be kayaking, participating in any ropes course activities, participating in archery, or conducting a service-learning project.
7. Scout Island is open from 8:00 a.m. until 4:00 p.m., Monday through Friday. Please plan your event so that all participants and vehicles have left Scout Island by 4:00 p.m.



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THE DAY OF YOUR FIELD TRIP

- ▶ [Directions to Scout Island](#) can be found on our website for your Transportation Department and other drivers. Scout Island has limited parking facilities and parents/guardians are encouraged to ride the school bus or carpool to limit the number of vehicles on the trip.
- ▶ Notify Scout Island staff – 559.903.3884 – if you are going to be late. **Late arrivals will result in students missing one learning station.**
- ▶ Bring liability release forms for kayaking and/or service learning.
 - **Make sure all students have pencils!**
 - Make sure all students are dressed appropriately.
 - *Closed toe shoes are highly recommended.*
- ▶ You will be met by Scout Island Staff upon arrival. A Scout Island teacher will lead each group to their first learning station.
- ▶ Divide students into their groups with their chaperones. Chaperones must stay with their groups!
- ▶ Chaperones and teachers should assist Scout Island teachers and staff in keeping students focused on learning activities. Collect all student work from each learning station.
- ▶ Unload coolers and lunches. Scout Island staff will transport to the designated lunch area.
- ▶ Supervise all students during lunch. **Make sure all trash is picked up!**
- ▶ Make sure students have all their personal items before they leave Scout Island.



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TEACHER FIELD TRIP CHECKLIST

To make your field trip enjoyable, proper preparation is essential.

Scout Island will be providing the following:

- Clipboards
- Lesson Plans
- Activity Guides
- Activity Materials

What to Bring

- _____ Beverages (refillable water stations available)
- _____ Binoculars
- _____ Camera
- _____ Field Guides
- _____ First Aid Kit
- _____ Lunch
- _____ Name/Photo/Media Release
- _____ Pencil for each student
- _____ School District Field Trip Permission Form
- _____ Scout Island Liability Release Form*
- _____ Snacks
- _____ Student List
- _____ Student Medications

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



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STUDENT FIELD TRIP CHECK LIST

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

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

*optional

What to Bring

Clothing

- _____ Closed Toe Shoes – sandals should not be worn!
- _____ Hat with sun brim
- _____ Jacket/Sweatshirt (Winter/Fall)
- _____ Rain/Rubber Boots*
- _____ Rain Jacket*

Food

- _____ Beverages (refillable water stations available)
- _____ Lunch
- _____ Snacks

Items

- _____ Binoculars*
- _____ Camera*
- _____ Day Pack to carry lunch and gear
- _____ Field Guides*
- _____ Pencil
- _____ Sunglasses*
- _____ Sunscreen
- _____ Water bottle



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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.

FACILITY

- Please share the facility with other guests.
- 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.

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

Thank you for helping provide a safe outdoor education environment.



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PACK IT IN, PACK IT OUT

Helps us to minimize the impact on the environment at Scout Island Education Center. We are all equally responsible for removing all trash, including our own food wrappers, water bottles and other items brought in for lunch or snacks. We encourage all visitors to be mindful and to keep this area as close to its original state as possible, avoiding disturbing as many natural features as possible such as the wildlife. Take pictures and leave only footprints when possible.

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 and 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.



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7695 N. Van Ness Avenue | Fresno, CA 93711
(559) 265-4062



Fresno County
Superintendent of Schools
Dr. Michele Cantwell-Copher, Superintendent

- ◆ Northbound Van Ness Avenue dead ends to the left into the Scout Island gate.
- ◆ If locked, use the call box to dial “010,” then the “Call” button.
- ◆ Take the road down the hill, through the right curve and continue on to Scout Island.



Gate & Call Box



