A STEP BY STEP GUIDE
FOR SCHOOL FIELD TRIPS

>30 DAYS BEFORE YOUR DESIRED SCHOOL FIELD TRIP

Complete and submit our School Field Trips Inquiry Form.

Complete and submit the School Field Trips Lead Teacher Agreement.

Contact our Guest Experiences Center at guestservices@livingdesert.org or at (760) 346-5694 to confirm that your preferred date and time are available and/or submit payment. Approved forms of payment include check, credit card, or purchase order.

Your booking will not be considered complete until The Living Desert has received 1) your Inquiry Form, 2) your Lead Teacher Agreement and 3) your date/time confirmation.

THE DAY OF | PRIOR TO ARRIVING

- Prior to departure:
  Print copies of the Chaperone Guide (one guide per chaperone) and Parking Guide (one guide per driver).
  Pack and label your group's lunches to prepare for easy transport.
  Ensure that your students are wearing either name tags or uniforms that identify them with your group.

- While you are enroute to The Living Desert:
  Finalize your field trip participant headcount.
  Distribute the Chaperone Guides and encourage chaperones to complete them prior to your arrival.
  Call or text the School Field Trips Staff at (760) 636-3473 when you are 10 minutes away from arriving.
THE DAY OF | UPON ARRIVAL

Drivers should follow the Parking Guide to park in the designated area(s).

- If arriving by bus:
  Designate one other chaperone per additional bus as that bus's point of contact, if applicable.
  Upon parking, please have all members of your group remain on the bus(es) except you.

- If arriving by personal vehicle:
  Please have all members of your group gather at the bus parking island.

All Lead Teachers should check in with the School Field Trips Staff to:

- Obtain School Field Trips Guidelines and Expectations. These should then be distributed to your vehicle(s)' point of contact(s) to read aloud to the students.
- Submit updated and accurate headcounts and completed Chaperone Guides.
- Arrange lunch transportation and storage.
- Receive chaperone wristbands and distribute them to chaperones.

Now you're ready to go!

- Deboard all students and chaperones.
- Walk as a group to the zoo's main entrance to meet the School Field Trips Welcome Ambassador, where you will be provided entry through the main Zoo gates.