



## Preparing for your Sonoran Desert Adventure Guided Field Trip

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### After Booking:

- Receive confirmation email (within 3 business days of booking)
- Read documents attached to confirmation email
- Arrange for transportation
- Submit your invoice to appropriate personnel, if needed
- Submit payment to the Desert Botanical Garden no later than 30 days before scheduled trip
- Arrange for chaperones (The Garden recommends one (1) adult for every five (5) students)
- Read the Frequently Asked Questions document (included)

### 2 Weeks before your visit:

- Watch for a reminder email from the Desert Botanical Garden
- Confirm your transportation arrangements
- Prepare your chaperones (possible chaperone letter to use is included)
- Create your student trail groups (evenly distributing all students in to groups of 12-15)
- Assign student groups to chaperones
- Make any necessary lunch plans (pick a park, if needed; park map included)
- Prepare students and chaperones for field trip expectations
- Create Student Name tags

### Day of your Visit:

- Bring ticket
- Come with final count of students, chaperones and teachers
- Present ticket and final counts to the to lead Garden staff that greets you
- Work with lead Garden staff to make any necessary trail group changes
- Enjoy your visit! Take pictures and have FUN!

### After your Visit:

- Watch for an email inviting you to submit an evaluation- we love to hear what you liked and learn how we can improve your experience. (Plus you'll receive a free Garden Membership for doing so)



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## Frequently Asked Questions

### What happens on a guided field trip?

The Garden aims to provide the following for K-8 teachers and students:

- Introduce correct grade-level scientific vocabulary and concepts
- Provide an inquiry-based, hands-on experience facilitated by trained Garden Educators
- Provide AZ standards-based curriculum for classrooms
- Provide activities and space for students and teachers to make positive, personal connections to nature

Participants are divided into small groups of 12-15 students plus chaperones, led by a Garden Educator. Field trips generally last two (2) hours from the time of arrival. We recommend that field trip participants wear comfortable walking shoes, a hat, sunscreen, and bring a water bottle.

### How do I book a field trip?

You can now book your field trip online! Visit our [LEARN](#) store and select your school profile to book your field trip. You will receive a confirmation packet via email within three (3) business days.

### My school isn't listed as an affiliate in the LEARN store.

You can sign up as an affiliate at the same [LEARN](#) store page. This allows us to keep your school in our registration system and streamlines the booking process for return visits. New affiliate submissions will be processed within three (3) business days.

### How do I pay for the field trip?

Full payment is due no later than 30 days before your scheduled field trip. The Garden accepts check, credit card or purchase orders (PO) as payment. Actual attendance counts must be provided to Garden staff and confirmed with the lead teacher's signature upon arrival. Refunds will be provided for absent students and chaperones if actual attendance fulfills at least 85% of the number provided at booking. Schools will be invoiced for students and chaperones in excess of projected numbers provided at booking (excludes grant recipients). **Payment is not accepted at Admissions.**

### Is grant funding available?

The Garden has limited grant funding available for Title I schools. Garden grants cover full admission for all the participants in your group, including teachers and chaperones. Please indicate on the online booking form if you are eligible and interested in receiving grant funding. You will receive notification of your award status within three (3) business days after booking your field trip online.

### Can I use a membership to pay?

As with classes and workshops available for purchase in our LEARN catalog, guided field trip programs are not included with Garden membership. All participants' admission must be included with the school payment.

### Can we go to the Butterfly Pavilion?

The Butterfly Pavilion is available seasonally. For the 2018-2019 school year, it is open most days from October 15-November 16 and March 4-May 10 (some exclusions apply). You can book the *Butterfly Beginnings: Lifecycles* field trip during this time or purchase an add-on visit for \$3/person.



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### **What is your chaperone policy?**

The Garden recommends one (1) adult for every five (5) students at the discounted rate of \$6.50 per person. Payment for all chaperones must be included with the school payment. Memberships are not accepted as admission for our field trip programs. Chaperones should have visible identification to show they are permitted to be with your group (wristband, name tag, etc.) If chaperones will be arriving separately, they **must** have identification upon arrival. Garden staff cannot escort late chaperones to the group. No siblings (walking or in strollers) are permitted on the field trip. Please share the attached **Chaperone Welcome Letter** with your chaperones ahead of the field trip.

### **How are the small groups divided?**

We strongly encourage you to create your trail groups in advance by evenly distributing your students in groups of 12 to 15, with at least one (1) chaperone per group. If you want to number or name the groups to help with the organization, feel free to do so! Unexpected changes may occur between booking and the date of your field trip: students may be absent, a Garden educator might get sick, etc. **If this happens we will work together to make the changes needed when you arrive.**

### **My group needs additional accessibility considerations.**

We want to make your visit to the Garden as enjoyable as possible. Please contact Garden staff with your concerns and we will do our best to accommodate.

### **What if it rains or the weather is too hot outside?**

The desert is nothing if not adaptable! Field trips will run as scheduled, regardless of weather, unless the lead teacher is contacted directly by Garden staff via phone or email.

### **Where do we eat lunch?**

You can make arrangements at nearby Papago Park or other public parks. Please refer to the attached **Park Map** for locations. The Desert Botanical Garden does not have facilities for eating meals, snacks, or food storage.

### **Where do we go once we arrive at the Garden?**

- **If you are arriving by car/van/public transportation**, park or exit the bus in the Main Parking Lot and walk your group to the Main Entrance.
- **If you are arriving by school/chartered bus**, please follow the signs for Bus Unloading. The bus will drop-off/pick-up in the same location. **Please remain on the bus until asked to unload by Garden staff.**

### **What if we need to cancel our field trip?**

To receive a refund, you must send a written request at least 14 days before the scheduled date of your class or program. Please send your written request to [teacherrsvp@dbg.org](mailto:teacherrsvp@dbg.org). For more information call 480.481.8146/480.481.8121.



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## Chaperone Welcome Letter

Dear Chaperone,

Thank you for being a chaperone! We couldn't do this field trip without you!

Being a chaperone is a great way to enjoy a visit to the Desert Botanical Garden, and is an important responsibility. As a chaperone, you are responsible for a group of students during their visit to the Garden, and you are an essential part of creating a positive experience for all involved.

Chaperones are crucial to helping us provide a safe and enjoyable experience at the Garden. We hope you will support your teachers and Garden staff by supervising the behavior of the students in your care, keeping the group together and assisting with the learning process. Remind the students in your care to follow these **Garden Tips to Have Fun and Stay Safe:**

- Use your walking feet and keep them on the trails.
- Keep your hands to yourself until your Garden Educator invites you to investigate with your sense of touch.

To have a great time be sure to:

- **Dress for a day outdoors on the trails** (and possible getting dirty). We recommend comfortable walking shoes, a hat, sunscreen, and a water bottle.
- **Limit your cell phone or tablet use during the field trip.** We encourage pictures (who doesn't love a cactus selfie?) but the safety of the children is top priority, so keep your eyes up!
- **Arrange childcare for siblings.** We need your attention focused on the group of students in your care to keep them safe and encourage them to participate. No siblings (walking or in strollers) are permitted on the field trip.

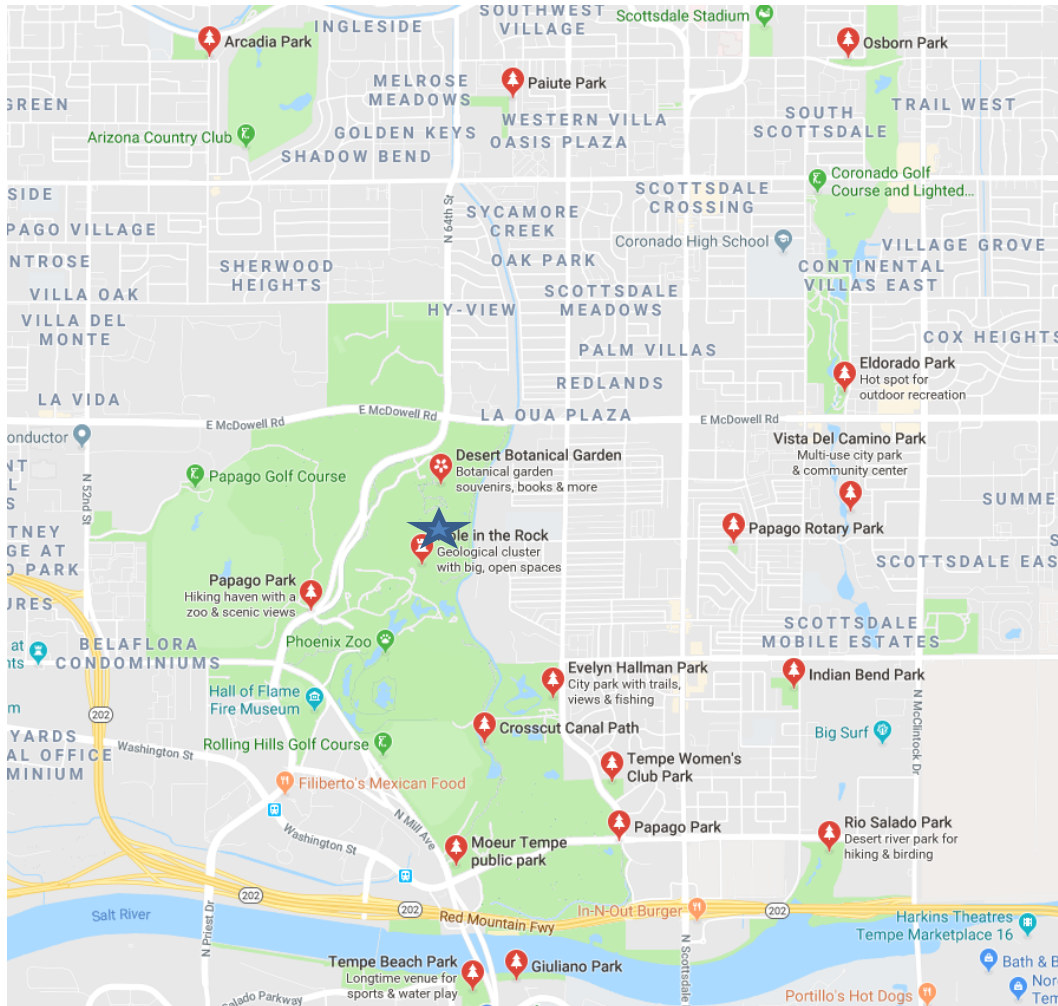
Many chaperones want to use their membership as payment for the field trip. A guided field trip is an added on experience and is not included with Garden membership. Chaperone admission must be included with the school's payment.

Our programs engage students with a hands-on, inquiry-based learning experience—and a dose of fun—to help them enjoy the Sonoran Desert and care about it. Your child's teacher booked a field trip designed to meet statewide education standards and fit with classroom curriculum. Garden staff will facilitate the field trip accordingly. Be ready to become a scientist!

We look forward to seeing you on the trails!

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## Park Map



### **Evelyn Hallman Park**

<https://www.tempe.gov/Home/Components/FacilityDirectory/FacilityDirectory/66/3542>

To reserve a ramada: (480) 350-5200

### **Paiute Park**

<https://www.scottsdaleaz.gov/parks/paiute-park>

No reservations necessary for picnic areas or ramadas

### **Papago Park**

<https://www.phoenix.gov/parks/trails/locations/papago-park>

To reserve a ramada: <https://www.phoenix.gov/parks/picnic-areas>

### **Tempe Beach Park**

<https://www.tempe.gov/Home/Components/FacilityDirectory/FacilityDirectory/176/3542?page=3>

To reserve a ramada: (480) 350-5200