

## HEAR FIELD TRIP/EVENT GUIDELINES



All HEAR members are encouraged to organize and plan an event. If you are interested in doing so we ask that you first contact the appropriate director. He or she will be available to help you with the details of organizing and scheduling the event. Please refer to the list of coordinators in your packet or on the HEAR site. Check the website calendar to make sure there is not a conflict in the HEAR schedule. If you would like to plan a HEAR event, please follow the guidelines and suggestions outlined below.

- Gather all needed information including location, directions, fees, times of operation, age and group size allowed, indoors or outdoors, stroller/wheelchair friendly, self guided or tour guide, gift shop, available teacher guides, reservation requirements, picnic or other food options and any other information that would be helpful to pass onto participants considering the event.
- Call and inform the appropriate director of your plans. The director will be available for assistance should you need it and will inform you of any conflicts.
- Proceed with planning by informing other HEAR members (and any other homeschool families) by way of the website, social groups, e-mail, phone, newsletter and support group meetings. Note: If you want to have a good turn out, you will need to begin planning and notifying people as early as possible. One to two months notice is recommended.
- Keep a sign up sheet or list of all participants (and ages if relevant) along with phone numbers in order to inform your field trip location of how many to expect. This is also good to have in the event that you need to cancel the trip for any unforeseen reason.
- Be sure to inform every one of any specific rules or policies. Some locations have rules on food, dress, behavior, photography, souvenirs and/or staying in authorized areas. It is an understood policy that any and all HEAR group activities require a parent or guardian chaperone. In the case of class being taught by a teacher, older children may be left ONLY if that teacher fully understands and is willing to take on the responsibility. Let's make sure when we leave a location that they enjoyed having us as much as we enjoyed being there.
- It is a good idea to call the location in which you are visiting a few days before arrival to confirm everything and let them know how many are attending. Never assume that your reservations and requests are confirmed.
- Car-pooling from a specific destination is recommended. Plan to be there 15 minutes before departure. That way no one is left behind and any additional directions or instructions can be shared. It is also helpful to pass out directions and cell phone numbers to each car in case someone is separated from the group. This is strongly encouraged for locations outside of our local area.
- If you arrive early, please wait for everyone to go in as a group. Assemble in the parking lot 15 minutes early. Being on time is important. Some locations will refuse a group that is late or missing participants.
- Remind children to be respectful. Please be courteous to those around you by informing children not to play or talk especially while guides are speaking. We want to make a good impression and be asked to return. It is always nice to have a social time after the event at a nearby park. A picnic is a wonderful part of many field trips.
- Be sure to have the name and address of locations and people involved available to participants. A thank you note is a nice way to tell people how much you appreciate their time and it can be used as a writing assignment too.

Participating in a well-planned event is enjoyable and a blessing to everyone!