

# III. Field Trip Planning

This section is designed to lead you through the steps necessary for planning and conducting a successful field trip to Kohler-Andrae State Parks. We hope by providing a checklist and suggestions, you will spend less time preparing and more time enjoying the field trip.



## A. Planning Checklist

### 1. Notify the Park

- send in registration form
- schedule a pre-trip visit, if necessary
- check the nature center's availability

### 2. Plan Your Program

- determine goals and objectives
- develop a theme
- plan trip activities
- plan pre- and post-trip activities
- make a tentative schedule
- pre-visit the park
- conduct pre-trip activities

### 3. Consider Safety and Other Concerns

- discuss safety**
  - discuss park etiquette and trip rules
  - discuss cold/warm weather dress
  - discuss what to bring/ what not to bring
  - plan first aid/emergency procedures
  - send out permission slips
  - obtain chaperons
  - discuss lost children/lost and found procedures
  - discuss lunch arrangements
  - consider possible fees
  - consider accessibility needs

### 4. When You Arrive

- check in with park staff
- arrange parking

### 5. After Your Trip

- evaluate your program
- evaluate the guide and send in the evaluation form
- conduct post-trip activities

## B. Planning Suggestions

### 1. Notify the Park

Located in Appendix G is a park registration form. Please fill it out and return it to the park at least two week prior to your visit.

Prior to your visit check the nature center's availability. During the winter months, the center is closed. Volunteers donate their time in other parts of the year to help keep the center open.

If you must cancel your field trip, please phone the park office at (920) 451-4080.

### 2. Plan Your Program

Use the Park History and Background, Services and Facilities, and Educational Activities sections of the guide as a basis for your planning. These sections discuss Kohler-Andrae's educational opportunities.

✓ **Determine goals and objectives.** What are the important concepts you want your students/group members to learn during your program? Having a clear picture of what you want to teach will help you plan. Examples of such goals include: ecological knowledge—food chains, adaptations; issue awareness—pollution in Lake Michigan, recycling; historical knowledge—Lake Michigan history, pre-historic Indian history.

✓ **Develop a theme.** A theme for your field trip will bond your goals and objectives with your activities. Kohler-Andrae is a valuable resource for teaching biological principles, geology, Lake Michigan ecology, and the history of Native Americans, early white explorers, and fur traders.

✓ **Plan pre- and post-trip activities.** A field trip should not be an isolated experience. A field trip combined with classroom activities is an effective means of instilling basic environmental principles, history, geology, etc. It is strongly suggested that you prepare your students for their visit to fully maximize its potential.

**Pre-trip activities** introduce students to what they will learn on the trip. Preparing students for the trip will help you lead programs smoothly. Students also need to know the field trip goals.



**Post-trip activities** reinforce your field trip goals. A follow up seminar discussing what happened and what was learned is a useful way to bring up questions and find out what students learned. Special reports, poems, and stories are ways students can show what they learned on the field trip.

✓ **Plan trip activities.** Decide what park areas you would like to visit to conduct activities. Activities can combine physical activity, imagination, observation, creativity, experimentation, and contemplation. Suggested activities and activity sources are found in Section IV, Educational Activities.

✓ **Pre-visit the park.** If possible, you should visit the park before you bring your group. Familiarizing yourself with the park will help you on the field trip day. This is a good time to determine traveling time to the park. Please see the inset map on page 8 for park location.

✓ **Make a field trip schedule.** Decide how long activities/hikes should last. Think of lunch, traveling time, and question and answer sessions. Think your field trip through thoroughly. Develop a schedule with appropriate time blocks for your activities.

✓ **Conduct pre-trip activities.** Introduce your students to the topics you will cover on the trip. Practice the use of special equipment or methods. See Section IV, Educational Activities for pre-trip activity suggestions.

### 3. Consider Safety and Other Concerns

✓ **Discuss safety.** Students should discuss proper safety procedures and behaviors.

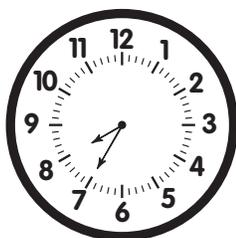
- Warn students not to eat berries or plant parts.
- Beware of poison ivy. Poison ivy thrives in the park. Stay on the trail to avoid poison ivy.
- Avoid heat stress, drink lots of water.
- Beware of wild animals. Report too friendly or too aggressive animals to park personnel. What may appear to be a tame animal may be ill or possibly rabid, and sick animals can bite. Leave it alone.

- Discuss frost bite and hypothermia.
- Discuss no running, shoving, or pushing on the trail.

✓ **Discuss park etiquette and trip rules.**

We are all responsible for protecting our parks. A good way to discuss park etiquette is to have the students form their own set of rules for appropriate behavior. You can prompt them with more ideas from this list.

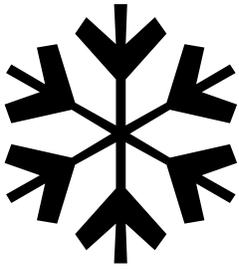
- Stay on designated and signed trails. This helps control erosion by preventing the destruction of vegetation. The Kohler-Andrae dunes are very sensitive to erosion; cordwalks help protect fragile soils and plants from destruction.
- Take only pictures, leave only footprints.
  - █ Please leave the area cleaner than you found it.
  - █ It is against state law to collect flowers, leaves, pine cones and other natural objects. If you pick up a rock or twig for demonstration purposes, please return it.
  - █ Carry In—Carry Out courtesy bags are provided in the park. Please plan to take your trash and recyclables home with you for proper disposal.
- Eat at designated picnic areas only.
- Respect the wildlife that live in the park. Do not harass, chase, or otherwise hurt the wildlife.
- Stay behind your leader at all times.
- Respect other park user's right to enjoy the park in quiet and privacy. Do not yell, speak loudly, or play loud music in the park.



### Sample Field Trip Schedule

8:35	Leave School
8:55	Arrive at Kohler-Andrae
9:00	Introduction
9:20	Hike Creeping Juniper Trail
9:50	Activity 1
10:30	Activity 2
11:45	Lunch at south picnic area
1:00	Return to





- ✓ **Discuss cold/warm weather dress.** The following checklist will help you discuss with students proper dressing for a field trip. Check them over before you leave. It is better to bring too much clothing than not enough.

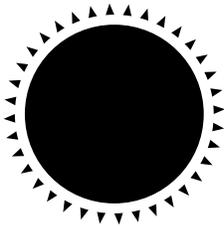
**Cold weather dress:**

- | warm hat that covers the ears
- | warm jacket or coat, bring an extra sweater
- | 2 pairs of mittens
- | snow pants or pants with long underwear
- | 2 pairs of socks ... make sure your toes can wiggle
- | boots: snowmobile boots, waterproof pac boots like Sorels, or overshoes.
- | Fashion fleece lined boots are not appropriate for intensive outdoor or cold weather use.

**Warm weather dress:**

- | rain gear
- | hat
- | hooded jacket or sweater, just in case
- | long sleeved shirt
- | jeans or long pants, no shorts
- | sturdy shoes, tennis shoes, or hiking boots; something that can get dirty on muddy trails. No dress shoes or sandals.
- | socks. Mosquitos love ankles. Although Kohler-Andrae is not popular with mosquitos, biting insects will detract from your program if students are not properly dressed and busy fending off insects.

- ✓ **Discuss what to bring/what not to bring.** The following checklist will give you some ideas. From experience, cameras and binoculars distract students during the trip. You may want to limit their use. Decisions about cameras, money, binoculars, etc. are up to your discretion.

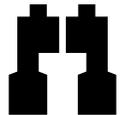


**What to bring:**

- | reusable or recyclable food and beverage containers
- | insect repellant, use according to manufacturer's directions
- | pencils

**Optional items:**

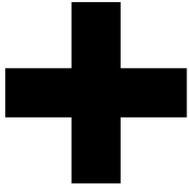
- | lunch and snack
- | binoculars, cameras
- | money or canteens
- | sun protection/block
- | field identification guides
- | Group Leaders: Bring some change for the telephone!
- | Clipboards



**What not to bring:**

- | boom boxes or tape players
- | knives, hatchets, etc.
- | matches or lighters
- | glass containers





- ✓ **Plan first aid/emergency procedures.** We recommend that at least one teacher/leader or chaperon be certified in first aid. Bring along a first aid kit.

In case of emergency, please contact the park office for directions to a medical facility. If park personnel are unavailable, call 911.

Telephones are available at the park office and shower building.

**Important telephone numbers and addresses:**

- █ Doctor: Sheboygan Clinic, 2414 Kohler Memorial Drive, Sheboygan, Phone, (920) 457-4461.
- █ Hospital: St. Nicholas Hospital, 1601 North Taylor Drive, Sheboygan, Phone, (920) 459-8300.
- █ Memorial Medical Center, 2629 North 7th Street, Sheboygan, (920) 451-5000.
- █ Ambulance and Fire Department: 911
- █ Poison Control Center: 1-800-815-8855



- ✓ **Send out permission slips.** Please use your school or group procedure for obtaining permission for your field trip.
- ✓ **Obtain chaperones.** Adults should supervise students at all times. For upper elementary students, we recommend a minimum of one adult for every ten students. For younger students, more may be needed. It is important for students to understand they must follow the leader closely at all times. A “drag” person following behind the group can watch for stragglers and ensures that all students stay with the group.

- ✓ **Discuss lost children/lost and found procedures.** Before leaving for your field trip, please talk with students about the following procedure they should use if they become lost:



If a child becomes lost, they should *stop* immediately! Do not panic; *think!* Look around and *orient* yourself to your surroundings. *Plan* what you are going to do. **Above all else, the lost person should stay where they are!** Tell them to find the closest, biggest tree and hug it. The tree will keep them safe until help arrives.

Using the buddy system will help keep the group together. Each student should be paired up with a buddy. The pair is responsible to stay with each other at all times.

For lost items, a lost and found service is maintained at the park office. Found items may be turned in and lost items reported at the park office.





- ✓ **Discuss lunch arrangements.** Let the students know if they should bring a lunch. Brown bag lunches probably work the best. Please do not allow any glass containers. Broken glass in the picnic area and sand dunes creates a potential hazard.

Students should be aware of where they will be eating and what is appropriate for them to bring for lunch. Kohler-Andrae promotes the use of reusable and recyclable food and beverage containers. Throw away containers such as juice boxes should not be allowed.

- ✓ **Consider Possible Fees.** Governmental organizations such as school and 4-H groups are eligible for a park fee waiver. Other private organizations must pay a park entrance fee. A Vehicle Permit Waiver Request Application form is included in Appendix H. Please contact the park office for information.

The park office has information regarding fees for family and group campsites.



- ✓ **Consider accessibility needs.** Please contact the park office to discuss the needs of your class or group.
- ✓ **Souvenirs.** The Sanderling Nature Center and the park office offer several items for sale including postcards, T-shirts, caps, sweatshirts, nature guides, children's books, park patches and other merchandise ranging in price from \$.25 to \$40.00. All profits from sales are funneled back into park interpretive programs through the Friends of Kohler-Andrae.



You should discuss with your students before the trip whether or not they will be allowed to make purchases.

- ✓ **Firewood.** Available in the wood bin located near the park office. Sales provided through the Friends of Kohler-Andrae.



- ✓ **Concession Stand.** Machine operated sales of soda, fruit juice, ice cream products and snacks. Located adjacent to the park bath house in the beach/picnic area. Open Memorial Day through Labor Day.

#### 4. When You Arrive

- ✓ **Check in with park staff.** Stop in at the park office to let them know you have arrived. Last minute questions can be answered by park staff. If you arrive by private vehicle, make sure to obtain parking permits, so that you may enter the park.
- ✓ **Arrange parking.** If your group is using a bus, there are bus parking spots available near the nature center and in the north picnic area. For other vehicles, parking is available in many lots located throughout the park.

#### 5. After Your Trip

- ✓ **Evaluate your program** noting possible improvements for the future.
- ✓ **Evaluate this guide** and send in the evaluation form located in Appendix F. Your comments will help us with future revisions and guides so the we may serve you better.
- ✓ **Conduct post-trip activities** (See Section IV—Educational Activities)

