



Dear Chaperone,

Thank you so much for coming to Smithsonian Environmental Research Center, and being a chaperone for your school or group. Your role as a chaperone is very important. The following information is designed to help you prepare and to ensure that your educational program to SERC is safe and enjoyable.

We need your help:

- **We need your active participation during the programs** to ensure that students are acting in a safe and respectful manner and to help enhance student learning.
- **You must remain with your assigned student group at all times.** Please do not swap groups, leave your group, or let students run ahead or explore on their own.
- **Model kind behavior toward animals.** Do not allow behaviors such as roughly handling fish and invertebrates or teasing animals.
- **Phone calls and texting should be avoided.** You are welcome to have a cell phone, but please set it to vibrate. If you must take a call or text please step away from the group.
- **Photography is allowed but please only take pictures before or after the program.** You may ask your SERC guide or staff member if you're unsure of appropriate times.
- **Students and chaperones must wear a name tag at all times.** Name tags must list the group/color and school name.
- **The maximum speed limit on the SERC campus is 15 mph.** Please watch out for students, chaperones, and wildlife.

Please be sure to let students know that you expect attentive listening during your visit. Encourage students to actively participate and ask questions. You should reinforce good behavior with praise and check in with students about their thoughts and opinions throughout the trip.

Prepare for the Weather. SERC is an outdoor education facility. You may be exposed to grassy areas (bees), water, sun, or other outdoor elements. Be sure to dress appropriately. You (and students) should bring:

- Comfortable walking shoes, with closed backs (no crocs, flip flops, or high heels)
- Clothes that can get wet and dirty
- Wear or bring socks
- A spare change of clothes
- A hat or sunglasses
- A water bottle or two (visitors will not be allowed to canoe if they do not have water)
- Sunscreen (preferably non-aerosol), insect repellent is not necessary
- Light jacket or raincoat if applicable
- Lunch (food is not available at SERC)

While on campus, you may contact SERC Security for any safety concerns or emergencies: (443) 482.2298.

Thank you again for coming to SERC and agreeing to be a chaperone. On the next page you will find an information sheet that you should fill out (and keep with you) before you arrive.



SERC FIELD TRIP INFORMATION SHEET FOR CHAPERONES

School/Group: _____ Grade: _____ Teacher's Name: _____

Chaperone Name: _____

You will be coming to SERC as a chaperone on _____ (DATE) from _____ to _____ (TIMES). This sheet has information that you should bring and keep with you on the trip.

My Group Name/Color is: _____

My Students Are:

- | | |
|----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |

SCHEDULE

We depart the school at: _____ (TIME)

We leave SERC at: _____ (TIME) Departure Location: _____

SAFETY AND REMINDERS

- You must wear a name tag while on the SERC campus at all times.
- Restrooms and water fountains are in the main Reed Education Center.
- Food and beverages are not available to purchase so please bring what you need.
- If a student is lost, needs first aid, or you have any other concerns then please contact SERC staff. For safety concerns, SERC Security's phone number is (443) 482.2298.
- Your field trip coordinator at SERC is Karen McDonald. Her cell is (410) 570.9893.
- All students must be with a teacher or chaperone at all times.
- Student and chaperone behavior should reflect consideration and respect for all people, animals, and SERC property.
- As a chaperone we need your active participation in the program and for you encourage students to actively participate.