

DISL Overnight Field Trip Planning Checklist

We are excited about your visit to the Dauphin Island Sea Lab!
Please use this list to help you prepare for your field trip.

Once your reservation is created, you will receive an email confirmation with important information and the next steps to be taken, including returning a reservation form (if not already done), and making a deposit payment. Multiple emails will be sent at intervals before your trip. Please read these thoroughly as they contain important information to help you plan a successful field trip.

✓ **OVERNIGHT RESERVATION FORMS**

- Please send in the field trip reservation form to the scheduler@disl.edu as soon as possible.
 - Numbers may be updated as needed up to 3 weeks before the field trip date.
- The form is attached to your email confirmation and can also be found at this link, <https://www.disl.edu/dhp/field-trip-faq>

✓ **DEPOSIT**

- The \$100 deposit is due one month after the date that the reservation was created.
- Payment may be made online through a link on the invoice with your confirmation email.
- Checks may be mailed to:
 - Dauphin Island Sea Lab, Attn: Scheduler
 - 101 Bienville Blvd.
 - Dauphin Island, AL 36528
- If mailing a check, please include a copy of the invoice or a note with the school's name, dates of the field trip, and the document number found on the invoice.

✓ **TRANSPORTATION & ARRIVAL**

- If travelling by bus, plan for a school employee to bring another vehicle for emergencies.
- A map will be emailed to you before your visit with the dorms, café, classrooms, administration building, and bus parking areas marked.
- If traveling in private vehicles, make sure everyone has directions and arrange a time to gather by your assigned dormitory building.
- The group leader will check-in upon arrival to drop off forms, pick up keys and field trip packet materials, and make payment.
 - This person's contact information needs to be shared with the DISL Scheduler.
- Call (251) 861-2141 ext. 7511 or the Greeters after hours (251-861-1210 with arrival delays).

✓ **EDUCATIONAL PROGRAMS & LEARNING OPPORTUNITIES**

- Program details are available online at https://www.disl.edu/dhp/school_year, and objectives in PDF format may be found under each program's description.

✓ STUDENT NUMBERS

- Groups of more than **35** participants (students and chaperones) will be divided into multiple teaching groups for programs, vessel trips, café meals and Aquarium admission times.
- Update student and chaperone numbers **3 weeks** before arrival to avoid extra charges.
- If you have a significant change in student numbers, or if the change in numbers effects the numbers of teaching groups, contact the scheduler to make sure resources are available.

✓ CHAPERONES

- Please share the *DISL Chaperone Guide* with all chaperones before your visit. This guide will be emailed and is available at <https://www.disl.edu/dhp/field-trip-faq>.
- Each teaching group should have a lead chaperone that is a teacher, school employee, or administrator.
 - This lead chaperone should be aware if any of the students require special attention or have health considerations.
- Assign a chaperone to be responsible for medication distribution & first aid.
- The **student:chaperone** ratio is 5:1 for K5-5th, 7:1 for 6th - 8th, and 10:1 for 9th - 12th.
- Extra adults above this ratio may not be able to participate in all programs or activities.

✓ MEDICAL & ALLERGY FORM

- This form will be emailed to you and is available at <https://www.disl.edu/dhp/field-trip-faq>.
- Please use this form if any students have health considerations that we should know about.
- This form is also used to list food allergies or dietary restrictions and the numbers of attendees for each, so that our cafeteria staff can prepare meals accordingly.
- Please send this form to the scheduler@disl.edu at least 3 weeks before arrival.

✓ FIELD TRIP SCHEDULE

- Once you have selected your programs, meals, aquarium visits, etc., a tentative itinerary will be emailed to you along with a list of the programs you have selected, and what you need to prepare for the activities for each program.
- This schedule is subject to change. An updated schedule will be emailed before your trip and a copy will be in your field trip packet picked up at check-in.

✓ DORMITORIES & WHAT TO BRING

- A dormitory layout will be emailed to you before your visit so you can assign rooms, and a packing list with the dorm rules is available online at <https://www.disl.edu/dhp/field-trip-faq>.
- One teaching group will be assigned to a private floor of a dorm building.
- Please review the dorm rules, what to bring, and what not to bring with students, parents, and chaperones before your visit and again once on campus.
- Please review the program descriptions and make sure that your students have the proper attire (including shoes) for activities in which they will be participating.
 - This information is in the Chaperone guide, and in the check-in email you should receive 3 months before your reservation. If needed sooner, please let us know.
- Chaperones must also follow the preparation guidelines for all activities.