

2024

Field Trips & Events Guide



10/1/2024

Field Trips & Events Committee Guide

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Field Trips & Events Committee Guide

Objective:

To assist volunteers in understanding their roles and responsibilities while working collaboratively to plan and organize successful field trips and events for co-op students. This guide provides clear expectations for communication, planning, and teamwork to ensure a pleasant committee experience.

1. Roles and Responsibilities

Each member of the Field Trips & Events Committee will be designated specific tasks by the chairpersons. Once roles are assigned, it is the responsibility of each member to fulfill their duties and keep the committee informed of their progress. Some typical roles include:

- ***Chairperson(s)***: Lead and oversee all committee operations, delegate responsibilities, and ensure communication flow.
- ***Secretary***: Take notes and provide a written history of discussed matters.
- ***Meetup Event Organizers***: Post the details of field trips (e.g., location, transportation, costs) to HCHC's Meetup Group.
- ***Logistics and Safety Lead***: Manage waivers, permissions, chaperones, and any safety or emergency protocols.
- ***Treasurer***: Oversee budgeting, collecting fees, and ensuring all expenses are approved and accounted for.

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2. Communication Protocols

Daily Touch Base: Fridays by Email

The most critical aspect of committee work is clear and consistent communication. All members are expected to send a weekly update to co-members by group text, WhatsApp, and/or email in regard to their assigned tasks. This provides a weekly check-in where everyone is aligned and aware of the overall progress. Correspondence should include:

- What's been accomplished during the week
- Any challenges or setbacks
- Any upcoming deadlines or decisions
- Any support or coordination needed from other members

If there are urgent matters or time-sensitive changes, members should attempt to communicate as soon as possible. Members are expected to reply within 48 hours to any email that requires their input or decision-making to keep things moving smoothly.

Respect and Clarity:

When communicating, always maintain a professional and respectful tone. Be clear and concise in your messages. The goal is to keep everyone informed while respecting each other's time.

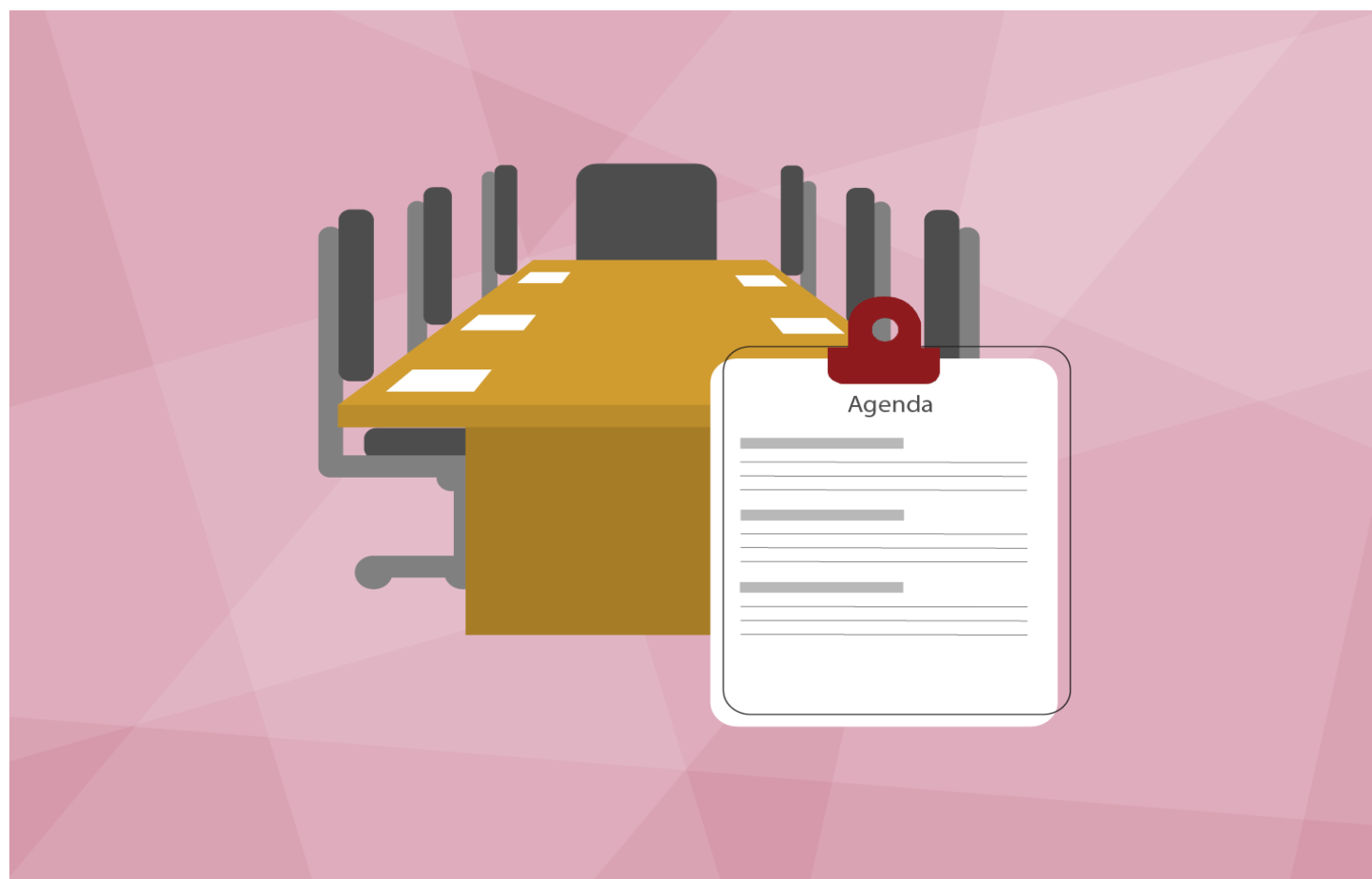
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3. Regular Meetings and Checkpoints

Although most updates will occur via email, monthly meetings (in person or virtual) should be scheduled to finalize decisions, address any ongoing challenges, and ensure that everyone is on the same page.

- **Meeting Agenda:** Chairpersons should create an agenda before each meeting, including the following:

- Review of progress since the last meeting
- Finalization of logistics and roles for upcoming events
- Any new tasks or action items
- Open discussion for suggestions or improvements



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4. Planning & Organizing Events

Efficient organization is key to successful field trips and social events. Use the following guidelines to plan events effectively:

- Brainstorming and Selection:

All committee members should contribute ideas for field trips and social events. Once potential events are discussed, they should be evaluated based on:

- Educational value
- Cost
- Travel feasibility

- Budgeting:

Ensure that every event has a clear budget. The Treasurer must:

- Track all expenses (e.g., admission fees, transportation, supplies)
- Make sure no event exceeds the set budget without admin approval

- Permits, Waivers, and Safety Protocols:

The Logistics and Safety Lead must ensure all necessary permissions, waivers, and safety measures are in place. This includes securing chaperones, confirming first aid kit availability, and ensuring emergency contacts for all participants are easily accessible.

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5. Managing Deadlines

Set Clear Timelines:

For each event, establish clear deadlines for:

- Securing venues and transportation
- Collecting fees and RSVPs
- Sending final communications to families

Stick to Deadlines:

It's the responsibility of the entire committee to respect timelines. Missing deadlines can cause disruptions to event planning, so each member must complete tasks on time and inform the group of any delays.

6. Event Day: Teamwork in Action

On the day of the event, clear communication and teamwork are essential to ensure everything runs smoothly. Here are the key responsibilities to manage:

- ***Setup and Check-In:*** Ensure that all materials, attendees, and chaperones are accounted for.
- ***Safety First:*** Make sure that all students are always safe and under supervision. The Safety Lead should oversee the handling of issues that arise.
- ***Wrap-Up:*** After the event, ensure that all materials are packed away and the venue is left clean.

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7. Post-Event Reflection

After each event, the committee should conduct a brief reflection session to discuss:

- What went well
- What could be improved for future events
- Any logistical or planning lessons learned

These insights will help the committee continue to improve with each event and ensure that the co-op students have meaningful, enriching experiences.

8. Final Reminders

- ***Consistency in Communication:*** Frequent updates and open communication are the lifeblood of a successful committee. Always keep the group informed.
- ***Collaboration:*** Planning field trips and events is a team effort. Each member's role is crucial to success.
- ***Ownership:*** Once you've been given a responsibility, follow through. Your commitment directly impacts the success of the events and the co-op's overall experience.

By following these guidelines and maintaining consistent, respectful communication, the Field Trips & Events Committee will be well-equipped to provide enriching and well-organized activities for the students.

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APPROVED VENDORS

Below are approved vendors and locations we frequently visit.

<u>GAVER FARM</u> 5501 Detrick Road Mt Airy, MD 21771 (301) 865-3515	<u>SHARP'S FARM</u> (at Waterford) 4003 Jennings Chapel Road Brookeville, MD 20833 (410) 489-2572	<u>LARRILAND FARM</u> 2415 Woodbine Road, Woodbine, MD 21797 (410) 442-2605	<u>MD SCIENCE CENTER</u> 601 Light Street Baltimore, MD 21230 (410) 685-2370
<u>PORT DISCOVERY</u> 35 Market Place Baltimore, MD 21202 (410) 727-8120	<u>HISTORIC SHIPS</u> (in Baltimore) 1417 Thames Street Baltimore, MD 21231 410-539-1797	<u>WATERMARK TOURS</u> 1 Dock Street Annapolis, MD 21401 (410) 268-7601	<u>BANNEKER MUSUEUM</u> 300 Oella Avenue Catonsville, MD 21228 (410) 887-1081
<u>MARYLAND ZOO</u> 1 Safari Place Baltimore, MD 21217 (410) 396-7102	<u>ROBINSON NATURE CTR</u> 6692 Cedar Lane Columbia, MD 21044 (410) 313-0400	<u>B&O RAILROAD MUSEUM</u> 901 W Pratt Street Baltimore, MD 21223 (410) 752-2490	<u>MUSEUM OF INDUSTRY</u> 1415 Key Highway Baltimore, MD 21230 (410) 727-4808
<u>MEDIEVAL TIMES</u> 7000 Arundel Mills Cir, Hanover, MD 21076 (888) 935-6878	<u>NATIONAL AQUARIUM</u> 501 E. Pratt Street Baltimore, MD 21202 (410) 576-3800	<u>WALTERS ART MUSEUM</u> 600 N Charles Street Baltimore, MD 21201 (410) 547-9000	<u>IRVINE NATURE CTR</u> 11201 Garrison Forest Rd Owings Mills, MD 21117 (443) 738-9200

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<u>ARTS ON STAGE</u> 1021 Dulaney Valley Rd Towson, MD 21204 (410) 252-8717	<u>TOBY'S THEATRE</u> 5900 Symphony Woods Rd, Columbia, MD 21044 (410) 730-8311	<u>BROOKSIDE NATURE CTR</u> 1800 Glenallan Avenue Wheaton, MD 20902 (301) 962-1400	<u>MPT TOURS</u> 11767 Owings Mills Blvd Owings Mills, MD 21117 410-581-4378
<u>PLAY N LEARN</u> 9033 Red Branch Road Columbia, MD 21045 (410) 992-0992	<u>GODDARD VISITOR CTR</u> 9432 Greenbelt Rd, Greenbelt, MD 20771 (301) 286-8981	<u>HOWARD CONSERVANCY</u> 10520 Old Frederick Road Woodstock, MD 21163 410-465-8877	<u>SKY ZONE</u> 7175 Oakland Mills Road Columbia, MD 21046 (410) 834-5717
<u>HISTORICAL SOCIETY</u> 8328 Court Avenue Ellicott City, MD 21043 (410) 461-1050	<u>MARYLAND ZOO</u> One Safari Place Baltimore, MD 21217 410-396-7102		



RESOURCE LINKS

Below are useful links to resource tools and necessary documents.

[Field Trip Permission Slip](#)

[Event Planning Checklist](#)

[Post-Event Reflection Form](#)

[Field Trip Planner](#)

[Field Trip Journal](#)