



### **ECHO Field Trip Group Leader Checklist**

Thank you for choosing ECHO as your field trip destination. To ensure that your visit goes smoothly please use the following checklist as you prepare for your visit.

#### **Before Your Visit**

##### **Registering Your Group**

- ☐ Decide on several possible dates for your visit. Plan on 2 hours for your group to see ECHO and 2 1/2 to 3 hours if you are planning on eating lunch and/or attending a Teacher Choice Program in addition to exhibit exploration time.
- ☐ Fill out and submit the online Group Registration Form.

##### **Chaperones**

- ☐ Secure chaperones for the field trip. Chaperones play an important role in your group's visit. In return for their help, ECHO provides complimentary admission for one chaperone for every five students. Teachers count towards your chaperone ratio.
- ☐ Print out the online Chaperone Information Sheet, fill it out and make a copy for each chaperone.
- ☐ Make sure the chaperones are aware of their responsibilities, the schedule and your expectations for student behavior while at ECHO.

##### **Students**

- ☐ Review with your students expectations for behavior while at ECHO.
- ☐ Nametags with first names and the name of your school are helpful for our staff.

##### **Payment**

- ☐ Groups must be paid for in **ONE** payment (students and chaperones together). Payment must be received upon arrival.
- ☐ ECHO accepts VISA, MasterCard, American Express, Discover, cash, and checks made out to "ECHO". Purchase orders will incur a \$5 processing fee.
- ☐ The admission desk will ask for a final head count at the time of your visit.
- ☐ Individuals paying separately will be charged our regular admission rate and will not be counted as part of your group.
- ☐ Sorry, no other discounts apply for individuals counted as part of your group admission.

##### **Lunch**

- ☐ Most groups bring their own lunch and picnic on ECHO's Dealer.com Terrace or in Waterfront Park. We will provide a place for you to store your lunches.

- ☐ ECHO does not guarantee indoor seating for lunch. Please plan on eating outside or on the bus. Sometimes indoor space for lunch can be arranged, but it is dependent on ECHO's daily event schedule.
- ☐ There is an independently run café inside ECHO. Seating in the cafe is reserved for those purchasing items at the cafe. It is a great place to pick up coffee or a chaperone lunch.

### The Gift Shop

- ☐ Students must be accompanied by an adult chaperone while in the gift shop.
- ☐ Please do not wait until the end of your visit to have your group visit the gift shop at once. Instead, have small chaperoned groups of students rotate through the gift shop throughout your visit.
- ☐ If you do not want your students visiting the gift shop, be sure to make this clear to the students and the chaperones before your visit.

### Reservation Changes

- ☐ If you need to make changes to your reservation please contact our registrar at (802)864-1848 ext. 127.
- ☐ Trips may be canceled and rescheduled due to weather conditions without penalty. If you are concerned about weather, please call the day before your trip. For non-weather related cancellations, schools must contact us at least 24 hours in advance of their scheduled arrival time to re-schedule, or pay a \$100 no-show fee.

### When You Arrive at ECHO

#### Bus Arrival Route and Car Arrival Route and Parking

- ☐ **Buses CANNOT drive into the circle in front of ECHO.** The City of Burlington restricts traffic in the circle to city buses only. Your buses will instead unload in front of the Waterfront Information Booth in the city parking lot near ECHO. A map will be sent with your field trip confirmation.
- ☐ Please [review the map](#) with your bus driver.
- ☐ Buses can park for free on South Champlain Street, near Perkins Pier or at Leddy Park (see map).
- ☐ Chaperones coming in private cars or schools traveling by private car pay \$5.00 per car to park. To park in our lot, head toward the Lake on College Street, cross the railroad track, take a left onto our driveway, and park in our lot behind ECHO. Pay the \$5 fee inside ECHO, not at the Kiosk

### Check-In

- ☐ One teacher should go to ECHO's admission desk to check in while students remain on the bus until an ECHO staff member comes to greet them.
- ☐ The admission desk will ask for a final head count and **ONE** payment for all students and chaperones in your group. ECHO accepts VISA, MasterCard, American Express, Discover, cash, and checks made out to "ECHO". Purchase orders will incur a \$5 processing fee.

### Greeting

- ☐ An ECHO Educator or Guest Services Representative will greet your group on the bus.

- ☐ If you are having a Teacher's Choice Program your entire group will be led into ECHO's classroom for a brief orientation and review of the day's schedule before programming begins.
- ☐ If your group is going on a self-guided tour of the exhibits, you will receive a free ECHO Orientation before you are sent out into the exhibits.

## **During Your Visit**

### **Self-Guided Exhibit Exploration**

- ☐ Education Staff, museum volunteers and interns will be on hand during your visit. They will be facilitating table top activities, presenting scheduled programs and will be available to talk to your students. Please encourage your students to ask questions.
- ☐ There are ECHO Treks available on our website for you to print off and use as a tool to help direct student exploration. Feel free to use them to best fit your curriculum needs.

### **Programs**

- ☐ You may choose to have a Teacher Choice program as part of your ECHO Field Trip. Programs last 45 minutes and cost \$75 per session for up to 25 students.
- ☐ If you have more than 25 students in your group, we will schedule multiple program sessions during your visit. We will review the rotation schedule with the group during the orientation at the start of your visit. If you would like to discuss the schedule prior to your visit call School Programs Manager Liz Greenberg at 1802-864-1848 Ext 133 or email at [lgreenberg@echovermont.org](mailto:lgreenberg@echovermont.org).

### **Expectations for all visitors**

- ☐ Have fun and ask questions!
- ☐ Treat the exhibits and the other visitors with respect.
- ☐ Walk in ECHO.
- ☐ Please no food in the exhibit spaces.
- ☐ You are visiting the home of over 70 different kinds of live animals. Be respectful by using indoor voices and not knocking on the glass of their enclosures.

***See you at ECHO!***