LACAWAC
SANCTUARY FOUNDATION

Program Planning Guide

A Complete Guide to Environmental Education Programs at Lacawac Sanctuary Foundation



Welcome to Lacawac

Who We Are

Lacawac Sanctuary Foundation is a nonprofit environmental education center, biological field station, and nature preserve dedicated to inspiring connections to nature through research, education, and preservation. Located on the shores of Lake Wallenpaupack, Lacawac's 550-acre property features pristine forests, glacial lakes, and diverse wildlife, making it an ideal setting for learning and exploration. Through hands-on programs, we aim to foster curiosity, encourage environmental stewardship, and deepen our understanding of the natural world.

Our Facilities

Lacawac provides a variety of facilities and spaces to support school groups throughout their visit. From dedicated educational spaces to outdoor areas for activities, groups have access to:

- Environmental Education Center
- Interpretive Exhibits & Displays
- Indoor & Outdoor Learning Spaces
- Laboratory & Research Space
- Outdoor Recreation Areas
- Picnic & Gathering Areas
- Free Bus Parking
- Restroom Facilities

Our Approach to Learning

At Lacawac, nature is our classroom and the foundation of learning. We provide high-quality, nature-based STEM education that helps students build environmental literacy through direct experiences with the natural world.

Our programs combine hands-on exploration and inquiry-based learning with curriculum connections, giving students opportunities to investigate real-world concepts while working toward academic goals. Lacawac educators encourage students to ask questions, explore their surroundings, and develop their own understanding of the natural world while sharing their knowledge and expertise.

Programs are offered on-site at Lacawac and off-site at schools, schoolyards, and other nature preserves, bringing nature-based learning wherever students are learning.





Planning Your Program

Choose Your Experience

Whether you visit Lacawac or invite our educators to you, we offer flexible ways to bring nature-based learning to your students.

In-Classroom Programs

We'll Come to You

Bring hands-on, nature-based STEM learning directly to your school, daycare, library, preserve, or community center.

See Page 4

Field Trips

Come Explore Lacawac

Explore Lacawac's forests, ponds, wetlands, and lakes through hands-on programs that connect students with nature and learning.

See Page 7

Field Trip Add-Ons

Enhance Your Visit

Enhance your field trip with additional experiences, including guided hikes, canoeing, fishing, geocaching, and orienteering.

See Page 11

Scheduling Your Program

Scheduling your program with Lacawac is easy! Our team will work with you to select the program options, dates, and times that best meet your needs. We recommend scheduling well in advance to ensure availability. Whether you're booking a field trip, an in-classroom program, or a customized experience, we'll provide the support you need to create a successful program for your students.

Ready to Schedule? To begin the scheduling process, complete our Program Request Form by visiting lacawac.org/education or scanning the QR code.

Scan Here!

Contact

Have questions or need help planning your program? Our team is here to help! Contact education@lacawac.org or 570-689-9494.





In-Classroom Programs

Lacawac educators will visit your school, daycare center, preserve, library, or community center with a nature-based program that supports your curriculum and learning goals. Our in-classroom programs bring environmental education directly to your students, exploring topics such as local wildlife, ecosystems, natural resources, and environmental science through engaging presentations, activities, demonstrations, and discussion. These programs give students the opportunity to explore new topics, build on what they are learning in the classroom, and make connections to the natural world around them.

Whether you are looking to complement a unit already being taught or introduce students to a new environmental topic, Lacawac can help create a meaningful program for your group.

The in-classroom programs featured in this section can be modified to accommodate different grade levels, group sizes, and learning needs. Contact us at education@lacawac.org to discuss available modifications and find the right program for your group.

Pricing

Our in-classroom program prices are based on classes of up to 30 students, with an additional $3 fee per student beyond 30.

*Schools scheduling an in-classroom program in addition to a field trip receive a 50% discount on the in-classroom program price.



Skins & Skulls: Mammal Adaptations

Grades K-3 | 1 Hour | $90 per class of up to 30

In this interactive, one-hour program, young scientists will step into the shoes of wildlife biologists to explore the amazing physical adaptations of local mammals. Through hands-on investigation of real animal pelts, skulls, and field guide cards, students will examine how physical traits—such as tooth structure, eye placement, and fur density—help predators and prey survive in their natural habitats. Children will participate in guided matching activities to identify native species, analyze dietary adaptations, and discover how these animals fit into regional ecosystems.

PA STEELS Standards: 3.1.2.C, 3.1.3.D, 3.1.3.F, 3.1.3.G, 3.1.3.H

Avian Adaptations

Grades K-4 | 1 Hour | $90 per class of up to 30

In this interactive, one-hour program, students will explore native Pennsylvanian birds and discover how environmental factors shape their unique physical traits. Through hands-on exploration of skulls, talons, feathers, and mounted specimens, children will compare the anatomy of different species and learn how specialized features help birds survive in their distinct habitats. The lesson includes a dynamic role-playing activity where students use everyday tools as “beaks” to test which shapes are best suited for grabbing different types of food. By examining how natural selection drives these physical traits, young scientists will gain a foundational understanding of how birds live, eat, and thrive in their environments.

PA STEELS Standards: 3.1.3.D, 3.1.3.F, 3.1.3.G

CSI (Critter Science Investigations): Habitat & Adaptations

Grades 1-3 | 1 Hour | $90 per class of up to 30

Where does it live, and how does it survive? In this hands-on Critter Science Investigation, students become wildlife detectives to explore how local animals are perfectly built for their homes. By interacting with skulls, fur, tracks, and scat, students investigate amazing survival adaptations. Working in teams, they will open clue envelopes, sort evidence, and problem-solve to match animals to their specific habitats based on their core needs for food, water, and shelter.

PA STEELS Standards: 3.1.2.C, 3.1.3.G, 3.1.3.H

Awesome Owls: Discovery & Dissection

Grades 3-8 | 1 Hour | $130 per class of up to 30

In this interactive, one-hour program, students will dive into the world of nocturnal predators to explore owl biology and complex food chains. Through hands-on exploration of real owl skulls, feathers, and mounted specimens, children will study the specialized physical adaptations that make these birds elite hunters. The lesson includes an engaging laboratory activity where young scientists will carefully dissect an owl pellet, isolate tiny bones, and reconstruct a rodent skeleton. By examining prey remains and investigating these unique digestive habits, students will gain a foundational understanding of predator-prey relationships and how energy flows through an ecosystem.

PA STEELS Standards: 3.1.3.D, 3.1.3.G

Stormwater Detectives: A Watershed Stewardship Program

Grades 4-6 | 1 Hour | $90 per class of up to 30

Water is one of our most precious natural resources, but managing too much of it at once poses a massive challenge for modern communities. In this 1-hour classroom program, your students will become environmental scientists and landscape architects. Using a specialized, interactive model-based curriculum, students will track the precise movement of stormwater. They will visually and mathematically analyze how human development changes the water cycle, and then collaborate to test innovative, green infrastructure solutions that mimic nature to “slow the flow”.

PA STEELS Standards: 3.3.3.C, 3.4.K-2.D, 3.4.3-5.A, 3.4.3-5.B, 3.4.3-5.C, 3.4.3-5.D, 3.4.3-5.E, 3.4.6-8.H

Invasive Species in Northeastern Pennsylvania

Grades 6-10 | 1 Hour | $90 per class of up to 30

In this interactive program, students explore the critical challenge of invasive species. Through an engaging simulation, students witness how quickly biodiversity can be disrupted when non-native organisms outcompete native wildlife. They will practice defining key terms, participate in a dynamic sorting activity to determine what makes a species truly invasive, and explore real examples of organisms currently impacting Pennsylvania's ecosystems—such as the Hemlock Woolly Adelgid and Japanese Stiltgrass. Finally, students will discover empowered, real-world actions they can take to prevent the spread of these ecological invaders and restore environmental balance. This program serves as the perfect classroom pre-lesson to the Forest Ecology Field Trip at Lacawac.

PA STEELS Standards: 3.1.6-8. L, 3.3.6-8.M

Stormwater Solutions: Making it Rain for Watershed Health

Grades 7-12 | 1 Hour | $90 per class of up to 30

What happens to rain after it hits our streets, lawns, and roofs? In this interactive demonstration, students observe the pathways of stormwater runoff. Using a dynamic Enviroscape model, young scientists will "make it rain" across varied landscapes to observe how pollutants—like soil, fertilizers, road oil, and pet waste—flow directly into shared waterways. Students will investigate the differences between point and nonpoint source pollution, analyze the biological impacts on aquatic ecosystems, and collaborate to test real-world Best Management Practices (BMPs) that filter runoff and improve water quality. Audiences leave empowered with a clear understanding of how simple, everyday choices can protect their local watershed.

PA STEELS Standards: 3.4.3–5.C, 3.4.6–8.H, 3.3.6–8.N (3.3.6–8.ESS3.C), 3.5.9–12.I (ETS)

In-Classroom Program	Grades	Duration	Price	Academic Standards
Skins & Skulls: Mammal Adaptations	K-3	1 Hour	$90/class (up to 30)	PA STEELS: 3.1.2.C, 3.1.3.D, 3.1.3.F, 3.1.3.G, 3.1.3.H
Avian Adaptations	K-4	1 Hour	$90/class (up to 30)	PA STEELS: 3.1.3.D, 3.1.3.F, 3.1.3.G
CSI (Critter Science Investigations): Habitat & Adaptations	1-3	1 Hour	$90/class (up to 30)	PA STEELS: 3.1.2.C, 3.1.3.G, 3.1.3.H
Awesome Owls: Discovery & Dissection	3-8	1 Hour	$130/class (up to 30)	PA STEELS: 3.1.3.D, 3.1.3.G
Stormwater Detectives: A Watershed Stewardship Program	4-6	1 Hour	$90/class (up to 30)	PA STEELS: 3.3.3.C, 3.4.K-2.D, 3.4.3-5.A, 3.4.3-5.B, 3.4.3-5.C, 3.4.3-5.D, 3.4.3-5.E, 3.4.6-8.H
Invasive Species in Northeastern Pennsylvania	6-10	1 Hour	$90/class (up to 30)	PA STEELS: 3.1.6-8. L, 3.3.6-8.M
Stormwater Solutions: Making it Rain for Watershed Health	7-12	1 Hour	$90/class (up to 30)	PA STEELS: 3.4.3–5.C, 3.4.6–8.H, 3.3.6–8.N (3.3.6–8. ESS3.C), 3.5.9–12.I (ETS)



Field Trips

Bring your students to Lacawac Sanctuary for hands-on, nature-based learning experiences that connect classroom concepts with the natural world. Our field trips give students the opportunity to explore, investigate, and learn through direct experiences in Lacawac's forests, wetlands, ponds, and lakes. Programs are designed with specific grade levels and learning goals in mind, and many can be modified to meet the needs of younger or older students.

Looking to create a more customized experience? Field trip programs can be combined with guided hikes and other outdoor activities to build a visit tailored to your group.

Special Needs Field Trips

Lacawac strives to make nature-based learning accessible to all students. Our educators can adapt activities to meet the diverse needs of your group, incorporating hands-on, sensory, and accessible experiences. Special needs groups and classes receive free field trips, typically lasting one to two hours. Contact us at education@lacawac.org to discuss options for your group.

Pricing

Field trip prices are based on classes of up to 30 students, with an additional $4 fee per student beyond 30. There is no fee for teachers and up to four chaperones per class of 30 students. (*Please Note: Our Limnology in Action field trip is limited to 15 students per session due to the number of boats available.)*

*Schools scheduling an in-classroom program in addition to a field trip receive a 50% discount on the in-classroom program price.

Weather & Cancellation Policies

As an outdoor education facility, Lacawac closely monitors weather conditions, with student safety being our top priority. Lacawac's programs run rain or shine; however, in the event of unsafe weather conditions, staff will determine if a program can safely operate and will notify schools of cancellations by 7:30 on the day of the program. In the event that a program is canceled due to weather, we will work with schools to reschedule within the same calendar year.

All other cancellations or rescheduling requests must be submitted in writing at least three weeks prior to the scheduled program date. Please note that Lacawac cannot provide refunds for canceled programs.



Sense of Wonder

Grades PreK-K | 1 Hour | $100 per class of up to 30

Young adventurers will use their senses to explore Lacawac's living classroom. Activities include looking for shapes and colors, listening to forest sounds, and using their hands to find textures. Will foster an appreciation and curiosity for the natural world.

PA Learning Standards for Early Childhood: 3.3 PK.A.7, 3.2 PK.B.5, 4.1. PK.A, 4.2 PK.C

Life Cycles

Grades K-1 | 1.5 Hours | $120 per class of up to 30

Observe the fascinating changes in nature on an exciting forest exploration. Animals and plants change as they grow, while seasons and weather changes throughout the year. Search for nymphs, larvae, seedlings, and more while identifying life stages.

PA STEELS Standards: 3.1.K.A, 3.1.2.C, 3.1.3.A

Amazing Adaptations

Grades 1-2 | 1.5 Hours | $120 per class of up to 30

How do animals survive and thrive in the wild? In this hands-on program, young scientists will unlock the secrets of animal survival by investigating how physical structures and unique behaviors help creatures eat, hide, and move. Through interactive, sensory-driven experiments, students will examine fascinating bio-facts to see adaptations up close. Students step into the shoes of wildlife during dynamic activities including a predator-versus-prey simulation, examining the camouflage skills of certain wild animals, and discovering firsthand why blending into a forest habitat is a matter of survival.

PA STEELS Standards: 3.1.K.A, 3.1.2.C, 3.1.3.G

Nature Detectives

Grades 2-3 | 1 Hour | $100 per class of up to 30

Become a forest investigator to uncover the hidden signs left behind by local wildlife! Through interactive tracking and hands-on exploration, students will search for animal clues—such as tracks, scat, nests, and feeding evidence—to determine which species inhabit the forest ecosystem. Using critical thinking, observation skills, and scientific inquiry, young detectives will classify organisms based on physical characteristics and examine how animals meet their survival needs in their natural habitat.

This pairs well with the "Critter Hunt Hike" add-on!

PA STEELS Standards: 3.3.K.C, 3.1.3.F, 3.1.3.G

Dip, Catch, & Classify: Introductory Aquatic Eco-Survey

Grades 4-8 | 1 Hour | $100 per class of up to 30

In this hands-on, field-based investigation, students become pond ecologists as they explore the biological health of freshwater habitats. Working in collaborative teams, students collect macroinvertebrate species directly from the pond edge. Returning to the lab, students isolate, observe, and classify their aquatic specimens using macro lenses and field identification keys. By analyzing the diversity and pollution tolerance of the collected species, students will discuss how human activities and environmental factors impact aquatic ecosystems and evaluate what makes scientific data accurate and reliable.

PA STEELS Standards: 3.3.4.C, 3.4.6-8.C, 3.4.6-8.E

Forest Forensics: Tree Identification & Ecosystem Health

Grades 6-12 | 2.5 Hours | $150 per class of up to 30

In this hands-on, field-based investigation, students step into the role of forest ecologists to explore the complex dynamics of Pennsylvania woodland ecosystems. Using dichotomous keys and observational field skills, students learn to identify native trees and some invasive species. At Lacawac's deer exclosures, student research teams utilize authentic scientific tools—including transect lines, ocular tubes, and forest densiometers—to execute quadrat sampling that measures canopy density and ground cover. By comparing plant diversity and growth inside versus outside the exclosures, young scientists analyze real-world data to evaluate the ecological impacts of deer browsing and invasive species on forest regeneration. Activities are adaptable for introductory 6th-grade science through upper-level high school biology, with optional statistical analysis extensions for older students.

PA STEELS Standards: 3.1.6-8.I, 3.1.6-8.J, 3.1.6-8.L,3.1.9-12.I, 3.1.9-12.L

Dip, Catch, & Classify II: Advanced Aquatic Bio-Indicators

Grades 9-12 | 1.5 Hours | $120 per class of up to 30

Building on the field techniques of our introductory survey, high school students step into the role of research ecologists to conduct an advanced bio-indicator assessment using aquatic macroinvertebrates. Working in collaborative research teams, students sample benthic macroinvertebrates directly from the pond and record key habitat variables. In the lab, students transition from simple field identification to precision taxonomy using stereo microscopes to examine fine anatomical structures. By quantifying species diversity, mapping functional feeding groups, and evaluating community pollution tolerance, students analyze real-world macroinvertebrate data to calculate overall watershed health and discuss human environmental impacts.

PA STEELS Standards: 3.4.9-12.A, 3.4.9-12.C, 3.4.9-12.E

Limnology in Action: Lake Ecology & Water Quality Survey

Grades 9-12 | 2 Hours | $150 per class of up to 15 ($175 with optional 1 hour plankton lab add on)

In this immersive, field-based investigation, high school students step into the role of aquatic scientists to explore the biological and physical properties of freshwater ecosystems. Boarding rowboats on pristine Lake Lacawac, student research teams utilize professional equipment—including VanDorn samplers, YSI meters, Secchi discs, and plankton tow nets—to gather water column profiles and biological samples while working alongside a collaborating lake scientist. At the dock, students conduct chemical tests for pH, nitrates, and dissolved oxygen, performing comparative data analysis between Lake Lacawac and Heron Pond to evaluate ecosystem health. Through an optional lab add-on, students extend their research indoors to observe collected plankton samples under compound light and projection microscopes to identify microscopic aquatic life.

We can only accommodate 15 students at one time with the number of boats we have. For larger classes, you may sign up for a nature walk or choose to lead your own activities in our outdoor spaces.

PA STEELS Standards: 3.1.6-8.I, 3.1.9-12.L, 3.4.6-8.E, 3.4.9-12.D

Field Trip	Grades	Duration	Price	Academic Standards
Sense of Wonder	PreK-K	1 Hour	$100/class (up to 30)	PLSEC: 3.3 PK.A.7, 3.2 PK.B.5, 4.1. PK.A, 4.2 PK.C
Life Cycles	K-1	1.5 Hours	$120/class (up to 30)	PA STEELS: 3.1.K.A, 3.1.2.C, 3.1.3.A
Amazing Adaptations	1-2	1.5 Hours	$120/class (up to 30)	PA STEELS: 3.1.K.A, 3.1.2.C, 3.1.3.G
Nature Detectives	2-3	1 Hour	$100/class (up to 30)	PA STEELS: 3.3.K.C, 3.1.3.F, 3.1.3.G
Dip, Catch, & Classify: Introductory Aquatic Eco-Survey	4-8	1 Hour	$100/class (up to 30)	PA STEELS: 3.3.4.C, 3.4.6-8.C, 3.4.6-8.E
Forest Forensics: Tree Identification & Ecosystem Health	6-12	2.5 Hours	$150/class (up to 30)	PA STEELS: 3.1.6-8.I, 3.1.6-8.J, 3.1.6-8.L,3.1.9-12.I, 3.1.9-12.L
Dip, Catch, & Classify II: Advanced Aquatic Bio-Indicators	9-12	1.5 Hours	$120/class (up to 30)	PA STEELS: 3.4.9-12.A, 3.4.9-12.C, 3.4.9-12.E
Limnology in Action: Lake Ecology & Water Quality Survey	9-12	2 Hours	$150/class (up to 15)	PA STEELS: 3.1.6-8.I, 3.1.9-12.L, 3.4.6-8.E, 3.4.9-12.D



Field Trip Add-Ons

Lacawac offers a variety of additional programs that can be added to your field trip experience. These programs give students the opportunity to explore different areas of the sanctuary, develop outdoor skills, and engage with topics that complement their primary field trip program. Add-ons provide additional ways for students to experience Lacawac and make the most of their time at the sanctuary.

Programs are available for a range of grade levels and group sizes, with options designed to accommodate different interests and learning goals. Whether your group is looking to spend more time exploring the trails, develop new outdoor skills, or experience Lacawac in a different way, there are a variety of options to choose from.

Each program listing includes the recommended grade level, program length, class size, and pricing to help you plan your visit. If you have questions about an add-on or would like to discuss which option may be appropriate for your group, contact us at education@lacawac.org.



Guided Nature Hike

Grades K-12 | 1 Hour | $30 per class of up to 30

Extend your field trip experience with a guided exploration along Lacawac Sanctuary's scenic trail system. Choose one of four thematic hikes tailored to your learning goals:

- **General Interpretive Hike:** Explore native wildlife habitats, observe forest layers, and discover local ecology through guided inquiry and nature observation.
- **Tree ID Hike:** Practice identifying regional tree and plant species using leaf structure, bark texture, branching patterns, and dichotomous keys.
- **Watershed Walk:** Follow the path of water through forest and wetland ecosystems to examine runoff, natural filtration, and watershed health firsthand.
- **Critter Hunt Hike:** Take a guided trek to one of our outdoor classrooms to explore under rocks and inside rotting logs for small woodland creatures like newts, salamanders, and insects up close.

Intro to Fishing

Grades 4-12 | 1 Hour | $90 per class of up to 30

Students will be instructed on the types of fish found in Pennsylvania, fish habitats, safety, equipment, outdoor manners, and protecting our water resources. Each participant will learn basic fishing skills and get to put those skills to use by learning to tie a fishing knot, practice casting, and try to catch a fish in Heron Pond.

Geocaching

Grades 5-12 | 1 Hour | $90 per class of up to 24

Participants will learn the basics of GPS use and utilize those skills to find geocaches. Topics discussed include how a GPS unit works, basic features and settings, and use in the field. Contact us to find out how we can tailor the caches to your specific learning needs.

Canoeing

Grades 6-12 | 1 Hour | $90 per class of up to 18

Paddle on beautiful Lake Lacawac. Students are given instruction on water safety, paddling techniques, and fitted into lifejackets. This is a unique opportunity to paddle on what is considered the most pristine glacial lake in North America. Students are given a brief background on glaciation, lake ecology, and the current research happening on the lake. Maximum 18 students per time period.

Orienteering

Grades 7-12 | 1 Hour | $90 per class of up to 30

Learn and practice fun and useful skills with a map and compass. Students will use local topographic maps to find geologic features, read contour lines and legend symbols, orient the map with a compass, and match a location on the map to a location at Lacawac.

Field Trip Add-On	Grades	Duration	Price
Guided Nature Hike	K-12	1 Hour	$30/class (up to 30)
Intro to Fishing	4-12	1 Hour	$90/class (up to 30)
Geocaching	5-12	1 Hour	$90/class (up to 24)
Canoeing	6-12	1 Hour	$90/class (up to 18)
Orienteering	7-12	1 Hour	$90/class (up to 30)

Example Field Trip Schedules

More Choice, Better Value: What's New for Our Field Trips

We've updated our field trip structure to give you maximum flexibility and control over your itinerary and budget! With our new a la carte options, you can mix and match standalone programs, staff-led hikes, or self-guided outdoor activities.

Why the Change?

- **Budget-Friendly:** Pay only for the specific experiences you select.
- **Personalized Attention:** Smaller daily group sizes mean direct access to our specialized educators.
- **Custom Fits:** Design a day tailored specifically to your group's learning goals.

Planning for a larger group? To keep group sizes manageable and ensure adequate educator coverage, larger schools may need to split visits across multiple dates. We recommend booking early to secure your preferred dates.

Keep It Simple | 1 Hour Program ($100) x 4 Classes = $400 Total

Time	Class 1	Class 2	Class 3	Class 4
9:30am	Arrival	Arrival	Arrival	Arrival
9:45am - 10:45am	1 Hour Program	1 Hour Program	Self-Guided Hike/Activity	Self-Guided Hike/Activity
11:00am - 11:30am	Lunch	Lunch	Lunch	Lunch
11:45am - 12:45pm	Self-Guided Hike/Activity	Self-Guided Hike/Activity	1 Hour Program	1 Hour Program
1:00pm	Departure	Departure	Departure	Departure

Make It More | 1 Hour Program ($100) + Guided Hike ($30) = $130 x 4 Classes = $520 Total

Time	Class 1	Class 2	Class 3	Class 4
9:45am	Arrival	Arrival	Arrival	Arrival
10am - 11am	1 Hour Program	1 Hour Program	Guided Hike	Guided Hike
11:15am - 12:15 pm	Guided Hike	Guided Hike	1 Hour Program	1 Hour Program
12:30pm - 1:30pm	Lunch	Lunch	Lunch	Lunch
1:45pm	Departure	Departure	Departure	Departure

Dive Deeper | 1.5 Hour Program ($120) + Guided Hike ($30) = $150 x 4 Classes = $600 Total

Time	Class 1	Class 2	Time	Class 3	Class 4
9:00am	Arrival	Arrival	Arrival	Arrival	Arrival
9:15am - 10:45am	1.5 Hour Program	1.5 Hour Program	9:15am - 10:15am	Guided Hike	Guided Hike
11:00am - 12:00pm	Guided Hike	Guided Hike	10:30am - 11am	Lunch	Lunch
12:15pm - 12:45pm	Lunch	Lunch	11:15am - 12:45pm	1.5 Hour Program	1.5 Hour Program
1:00pm	Departure	Departure	1:00pm	Departure	Departure

Note to Planner: Self-guided activities will be provided by Lacawac, if requested, or teachers can choose to do their own activities.

Teacher Checklist: Field Trips

2–6 Months Before Program

- [ ] Designate a lead teacher to serve as the main point of contact between your school and Lacawac Sanctuary Foundation.
- [ ] Review our Field Trip and In-Classroom Program options and choose the program best suited for your students.
- [ ] Complete the Program Request Form with your preferred program and potential dates.
- [ ] Lacawac's Director of Environmental Education will send a Field Trip Agreement confirming your program, date, and time.
- [ ] Lacawac's Finance Department will issue an invoice to your school.
- [ ] Sign and return the Field Trip Agreement to officially reserve your date.
- [ ] Arrange transportation once your field trip date is confirmed.
- [ ] Inform parents, students, and the school nurse about the upcoming trip.
- [ ] Begin recruiting chaperones (recommended ratio: 1 adult per 10 students).
- [ ] Determine the final cost per student (if necessary for your school).
- [ ] Send an informational packet home to families.
- [ ] Set deadlines for permission slips and payments.

4–6 Weeks Before Program

- [ ] Lacawac's Director of Environmental Education will contact you to finalize your agenda and discuss accommodations.
- [ ] Collect all student paperwork and fees.

1–2 Weeks Before Program

- [ ] Review expectations and behavior guidelines with students and chaperones.
- [ ] Remind everyone to dress for the weather and wear sturdy shoes.
- [ ] Encourage students to bring sunscreen, bug spray, and a water bottle.

Morning of Program

- [ ] Contact Lacawac's Director of Environmental Education with your estimated arrival time and final student numbers.
- [ ] Check in with Lacawac's educators upon arrival and confirm departure time for loading buses.
- [ ] If the invoice has not been paid in advance, please bring payment with you.