

## K-12 Teacher Checklist

Thank you for your interest in conducting a field trip to `Imiloa Astronomy Center. We look forward to your arrival. A checklist to help you plan and coordinate your excursion is provided below. As Lead Teacher, you will serve as the primary contact person for your group prior to and during your field trip.

### Two or more weeks prior to your trip:

- Schedule a free pre-visit to `Imiloa to plan your trip.  
Refer to [The Exhibits at `Imiloa](#) page to learn more about `Imiloa.
- Determine the educational goal of your field trip and prepare students for the experience.
- Choose a day and time. Field trips can be scheduled Tuesday through Friday.  
For groups of 20 or more students, the preferred times for Standard Field Trips are:
  - ◆ 8:45 am arrival, 9:00 am Planetarium/SOS, 10:00 am Exhibit Hall, 11:30 am departure
  - ◆ 9:45 am arrival, 10:00 am Planetarium/SOS, 11:00 am Exhibit Hall, 12:30 pm departure
 Other arrival times may be requested.
- Decide on your 45-minute Planetarium experience.  
Go to `Imiloa [Planetarium Show Descriptions](#) document for more info about show choices.
- Complete the [`Imiloa Group Visit Request Form](#). Provide all necessary information.
- Submit Field Trip Request Form online or send it via fax or the post office.
  - ◆ NOTE: Your field trip is not booked until you receive confirmation via email or telephone.
  - ◆ To pay with a purchase order, prior arrangements are required. (969-9725 or 969-9703)
  - ◆ If you plan to eat lunch at `Imiloa, make arrangements in advance. (969-9753) (FAX 969-9761)
- Recruit required chaperones. One adult per ten students is required for K-12 school groups.  
The Lead Teacher must serve as a “floater” to assist all chaperones and students.

### Day(s) before your trip:

- Call `Imiloa to re-confirm your reservation.
- Make name tags for all teachers, students, and chaperones in your group showing first names only and the name of your school. Use large, easy-to-read print.
- Discuss [Student Responsibilities](#) with your class.
- Provide a copy of [Chaperone Responsibilities](#) to each chaperone and discuss it with them.
- Calculate admission fee for group. If paying with cash, check, or credit card, prepare payment for check in at `Imiloa. Use the formula below to determine amount due:

Number	X	Per Person Fee	=	Amount
Students	_____	\$ _____		\$ _____
Lead Teacher	1	Free		\$ - 0 -
Req'd Chaperones	_____	Free		\$ - 0 -
Additional Adults	_____	\$ _____		\$ _____
<b>TOTAL DUE</b>				<b>\$ _____</b>

### **On the day of your trip:**

- Divide students into groups of ten and assign each group to a specific chaperone.
- Review Student Responsibilities with class. Remind students of their written agreement.
- Review responsibilities with chaperones. Emphasize the importance of staying with their assigned students.
  - ◆ Provide chaperones with a list of their assigned students' names or give them a copy of the [Chaperone Organizer](#) to help them keep track of their groups.
- Be sure that name tags are visible on all students and chaperones.
- Get an exact count of students, chaperones, and additional adults to provide at check-in.
- For security purposes, remind students to leave valuables at school or on the bus. This includes backpacks, cell phones and other electronic equipment.
  - ◆ NOTE: `Imiloa is not responsible for security of stored items.
- Arrive on time. If you cannot arrive at your scheduled time, call `Imiloa at (808) 969-9703.

### **Upon arrival at `Imiloa:**

- Students remain on the bus while the Lead Teacher checks in at the front desk.
- An `Imiloa staff member or volunteer will provide a welcome and brief orientation to your students on the bus or outside the front entrance.
- Be sure that students and chaperones are wearing name tags.
- Remind chaperones to stay with students.
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- Students should use the restroom and get drinks from the water fountain before going into the Exhibit Hall or Planetarium.

### **During your field trip:**

- Lead teacher "floats" among groups to assist chaperones and encourage student involvement in educational experience.
- Lead Teacher assumes responsibility for student behavior and immediately handles any disruption.
- If a student needs to leave the Exhibit Hall or Planetarium, the Lead Teacher must accompany him/her.
  - ◆ NOTE: For safety reasons, any person who leaves the Planetarium show cannot be allowed back into the Planetarium.
- Students are encouraged to shop in the `Imiloa Store, but only one group can enter the store at a time. Each group must be accompanied by the chaperone assigned to those students. Teachers can pre-order store items for their students to save time during the field trip. See the [Store Package Order Form](#) to place your order.
- If your students have an assignment to complete during their field trip, be sure that they use pencils (not pens) and clipboards as writing surfaces (not exhibit panels). Clipboards are available at `Imiloa and may be borrowed. Be sure to return them at the end of your trip.

### **Upon your departure:**

- Please kokua by filling out a Field Trip Evaluation form (available on our website) after your field trip and FAX to 808-969-9748. Include comments from your students if you wish. Your feedback will help us improve and/or secure funding and will be greatly appreciated!

**Mahalo nui loa for visiting `Imiloa!**

