Environmental Education Program
Teacher Checklist

*This is a suggested timeline to follow when planning for your Environmental Education field study

Within 6 Weeks of Receiving Contract
• Sign contract and send back with nonrefundable $300 deposit

Four Months in Advance
• Make arrangements and host a parent/chaperone meeting
  ○ Contact Fortson 4-H Center, if you would like a representative from the Center
to give a presentation at the meeting
• Mail information letters and permission slips to parents/guardians
• Start any fundraising activities
• Arrange insurance coverage for the trip through your school

Two Months in Advance
• Discuss preordering T-shirts for the entire group
• Review class descriptions on the website and choose classes
• Submit class request form and the Environmental Education update form
to Fortson 4-H Center (no later than 30 days in advance)
• Make transportation arrangements
• Plan school-led activities and evening programs
• Reserve necessary facilities and equipment for school-led activities

One Month in Advance
• Submit any changes in numbers to avoid incurred charges
• Preorder T-shirts (no later than two weeks in advance)
• Review field study schedule reflecting class choices and times
• Email any requests for changes in schedule to Fortson 4-H Center
• Handout packing checklist and itinerary

One Week in Advance
• Notify Fortson 4-H Center of any changes in numbers, dietary restrictions,
or special needs
• Review rules and expectations with students and participating adults
• Have proper school issued checks arranged for EE program and T-shirt payments
  ○ T-shirt payments by check must be payable to “Georgia 4-H Foundation”

georgia4h.org

Agriculture and Natural Resources • Family and Consumer Sciences • 4-H Youth

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