



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"