

Order #: _____

PRIMARY CONTACT

Zoo Field Trip Checklist

of Students PreK-7th grade: _____ # of Students 8th-12th grade: _____ # of Teachers: _____

Lunch Time & Location: _____ Departure Time & Location: _____ Zoo Class Time & Location : _____

Pre-Zoo Field Trip:

1. Submit a "Field Trip Request Form" (Attendance is limited daily to 1,000 students and teachers.)
2. If space is available on the date you have selected, a confirmation email will be sent with an order number.
3. If the date needs to be changed, please respond to the confirmation email with your preferred date and a secondary date.
4. Please follow your school's policy for payment to ensure payment is in hand when arriving at the zoo. Purchase Orders will NOT be accepted.
5. Review all guidelines for both chaperones and teachers.
6. Review "Zoo Field Trip Tips." This sheet will ensure that this trip runs as smoothly as possible.
7. Distribute all information needed to teachers and chaperones.
8. On the morning of your trip, please get a final head count of all students and faculty attending the trip.
9. Write your order number provided in the confirmation email and the final count of attendees at the top of the page. If bus drivers are entering the zoo, they must pay for entry.
10. Discuss lunch time and location, Departure time and place, and if added on Zoo Class time and location with all teachers.
11. Print out the "Chaperone ZooField Trip Guide" for parents and the "Activity Book" for students.

At the Zoo:

1. Head to the admission window to provide the order number and final numbers and make the final payment if required. All other faculty members should unload students.
2. Distribute faculty wristbands before lining up in the school group entry. All faculty must have wristbands to enter.
3. Head into the zoo with students. Chaperones will meet faculty and students inside the main gates near the restrooms.
4. Maps can be found on the back of the Chaperone guide and inside the student activity book.



2070 Zoo Lane, Abilene Tx, 79602

Phone: 325-676-6487

Email: Zoo.Education@abilenetx.gov