

# ECOVENTURES SCHOOL PLANNING GUIDE

## **Before you book your program:**

1. Make sure you have up to three (3) dates chosen for your EcoVentures experience.
2. Select your program(s) and [register online](#) or [email EcoVentures](#) to reserve your date.
3. Be sure to save your confirmation email and double check all dates, times, participant counts, and program titles.

## **Before your program:**

1. Notify EcoVentures of any special parking requirements or time restrictions that would impede our staff's arrival at your school—secure parking within the immediate vicinity of your location must be provided.
2. Encourage your students to think about what questions they might want to ask during their program that would pertain to the topics we will be covering.
3. Encourage your students to identify a conservation issue that they are interested in and how they might be able to help locally.
4. Please make sure you are aware of the procedures for your specific program:

### ***a. FOR CLASSROOM ECOVENTURES PROGRAMS***

- i. Please make sure you have submitted a breakdown of your time schedule for the day of your program to EcoVentures so that we are aware of the day's scheduling.
- ii. Remember that all classes need to rotate through the same classroom. Our instructor must remain stationary, and in the same classroom, so that each class can maximize their program time and no time is wasted on setting up and breaking down.

### ***b. FOR FIELD STUDY PROGRAMS***

- i. Be sure that you have printed out the driving directions for the location of your field study program.
- ii. Notify students of appropriate attire that may be required for your outdoor program. Be sure to instruct students on proper footwear and outer garments based on the season.

### ***c. FOR AUDITORIUM STYLE PROGRAMS***

- i. Make sure the staff member in charge of the assembly has reserved a projector and screen large enough to accommodate the group.
- ii. Please include a table large enough to hold a laptop and projector when reserving equipment.

## **The day of your trip:**

### **1. FOR CLASSROOM ECOVENTURES PROGRAMS**

- a. Have any required resources ready to go before our instructor arrives at your school. If you need extra chairs, or need to clear a space for the program, please do so before our instructor arrives. **All programs require at least 8' of clear table space to place our supplies.**
- b. Please make sure that the front office at your school is aware of your scheduled program and knows our instructor will be checking in about an hour prior to the first program.
- c. Please have payment information ready and in hand prior to the start of your program so that our instructor may leave in a timely fashion. All checks should be made payable to *EcoVentures*.

### **2. FOR FIELD STUDY PROGRAMS**

- a. Be sure to meet at the pre-determined field study location **at least 15 minutes** prior to our scheduled start time.
- b. Please have payment information ready and in hand prior to the start of your program. All checks should be made payable to *EcoVentures*.

### **3. FOR AUDITORIUM PROGRAMS**

- a. Please be prepared for our staff member to arrive about an hour prior to the scheduled start time to set up the equipment.
- b. Please have payment information ready and in hand prior to the start of your program. All checks should be made payable to *EcoVentures*.

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