

Educator Guide – Field Trip Checklist

- ✓ Register for your field trip at oregonzoo.org/field-trips
- ✓ Pay for your field trip two weeks or more before your field trip
- ✓ You will receive [wristbands](#) in the mail when payment is received – please make sure every student, chaperon and teacher has a wristband and is wearing it before arriving to the zoo
- ✓ Confirm wristbands received
 - Contact schoolgroups@oregonzoo.org immediately if your wristband count DOES NOT match your order summary.
- ✓ Please make edits to your reservation using our online system until your field trip has been paid. Any changes needed after your reservation has been paid for, should be requested at least three days before your visit date
 - Any additions to the order must be made by emailing schoolgroups@oregonzoo.org
 - Requested additions are subject to availability
 - Any requests less than three days will be \$15 per person, our non-profit group ticket rate. These wristbands can be purchased the day of your visit at check-in
- ✓ Share [chaperone letter](#) with chaperones; Oregon Zoo requires at least an 8:1 student-to-chaperone ratio
 - Remind chaperones that their priority is the safety of the students. Chaperones should be traveling the zoo with their assigned students at all times
 - Exchange phone numbers with your chaperones in case you need to be in touch
 - Print and distribute [zoo maps or download](#) it to your phone. Printed maps are not available at the zoo
- ✓ Arrange transportation to and from the zoo
 - Traveling by bus? Share the [bus driver information](#), exchange numbers with your bus drivers, and note unloading/loading zones
 - Traveling by car or public transportation? Check out our [Field trip directions and transportation guide](#) and remember to pay for parking inside Washington Park.
- ✓ Check out additional FAQs in our [Help Center](#), so you are well prepared for your visit
- ✓ Be ready in case of an emergency
 - In case of emergency, a need for first aid, or if a student is lost, call the zoo's emergency number at **503-505-5454** or ask any uniformed employee for assistance. Students should also be instructed to do this if they become separated from the group. Please have chaperones note the appearance and description of students in their care; this will make finding them easier should they become lost

- ✓ Prepare for [lunches](#) during your stay at the zoo

Reach out with any additional questions to schoolgroups@oregonzoo.org. We hope you have a great visit!

