

Name of School/Group: \_\_\_\_\_ Date of Visit: \_\_\_\_\_



## Main Chaperone Checklist & Agreement

Thank you for organizing your group's field trip to OdySea Aquarium!  
The more organized you are beforehand, the better your field trip will flow  
and the more learning experiences your students will have.

**Please initial that you have done the following items and understand the details of the trip:**

- \_\_\_\_\_ I have secured payment, including tax, for the field trip (purchase order, credit card, business check, or cash).  
I have emailed the purchase order to [Education@OdySeaAquarium.com](mailto:Education@OdySeaAquarium.com) & [MPlumb@OdySeaAquarium.com](mailto:MPlumb@OdySeaAquarium.com), but will also bring a hard copy of the P.O. the day of the field trip.
- \_\_\_\_\_ I have reviewed the field trip expectations with all students and chaperones. I understand that I am responsible for reinforcing that students and chaperones follow all expectations during their visit.
- \_\_\_\_\_ I have separated my students into chaperone groups. All students and chaperones know their assigned group and agree to stay with their group at all times. I have the cell phone number of each chaperone.
- \_\_\_\_\_ I have told the OdySea fieldtrip coordinator about any necessary accommodations that students with special needs might require. This notification must be given in enough time to make reasonable accommodations.
- \_\_\_\_\_ I have given the bus drivers the map and directions of where to drop off and where to pick up the students. Buses need to park in the overflow dirt parking area that is northeast of OdySea Aquarium.
- \_\_\_\_\_ If we are not arriving by bus, I understand that our group will meet the Guest Relations Specialist in the area between OdySea Aquarium & Dolphinaris.
- \_\_\_\_\_ I have completed the School Sign-In Sheet with accurate student and chaperone numbers.
- \_\_\_\_\_ I have gotten the bus driver's cell phone number and have given the driver my cell phone number. The driver knows when and where to meet our group and understands that he/she may need to circle back around if our group is not ready.
- \_\_\_\_\_ I understand that photos and videos of students might be taken for media and marketing purposes. I agree to let the guest service representatives know if any students do not have media release.
- \_\_\_\_\_ I will call OdySea Aquarium at 480-291-8232 if our group is running late.
- \_\_\_\_\_ I understand that my group and I are responsible for being at the assigned meeting locations at the correct time.
- \_\_\_\_\_ I understand that no outside food is allowed in the aquarium and that the aquarium does not have a space to store lunchboxes. Please arrange to leave lunches on the bus or in cars/vans. Alternately, chaperones and/or students may carry lunches in a backpack.
- \_\_\_\_\_ I understand that I am responsible for the behavior of the students and chaperones while visiting the gift shop and outside courtyard area.
- \_\_\_\_\_ I understand that, unless we are purchasing lunch at the Lighthouse Café, our group should plan enough time to finish the entire tour of the aquarium (about 2 ½ hours) before breaking for lunch.
- \_\_\_\_\_ I understand that I am responsible for doing student counts throughout and after the field trip to ensure that all students are with the group. Any students who leave early or stay late with parents will first confirm with the lead teacher.
- \_\_\_\_\_ I understand that the students, chaperones, and I are representatives for our school/group. Our behavior can positively or negatively impact future field trips for our school/group.
- \_\_\_\_\_ I understand that students of ALL grade levels must be supervised at ALL times. Chaperones must actively supervise and engage the students in the learning process during their entire visit to OdySea Aquarium. OdySea Aquarium reserves the right to escort non-compliant schools out of the aquarium with no refund.

Printed Name: \_\_\_\_\_ Cell phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_