

# Aquarium Field Trip Checklist

## 1-2 weeks before trip

\_\_\_ **Download** Field Trip Guide <http://www.maine.gov/dmr/rm/aquarium/resources.htm>

\_\_\_ **Make copies** of activity sheets for your students to use before or during their visit.

\_\_\_ **Send Chaperone Sheet** to each chaperone or review chaperone expectations prior to visit. Educators cannot be responsible for group participants. Activities are a good way to ensure group control and focus making your visit enjoyable and educational. If you need ideas or additional activities for your group, please call us to help you plan your visit with us.

\_\_\_ **Prepare** nametags so that our Educator staff can be respectful when addressing students and chaperones

\_\_\_ **Download** Teacher's Guide to Marine Life and or Gulf of Maine Coloring Book for use in pre-trip curriculum activities (see above website)

\_\_\_ **Suggest** that students wear short sleeve shirts. Long sleeves tend to get uncomfortably wet when students participate in touch tank activities. Jackets or sweaters may be needed during the lobster presentation which takes place on our open porch. An extra shirt, if available is always a good idea to have.

\_\_\_ **Remind** students and chaperones that the gift shop will be open during their visit and the proceeds from the shop are used for improvements of exhibits and programs at the aquarium. As a small non-profit, we depend on gift shop & admission sales.

\_\_\_ **Get directions** from our website at: <http://www.maine.gov/dmr/directions/directions.html>

\_\_\_ If paying admission fees, please **prepare necessary paperwork**, or purchase orders ahead of time.

## Day of trip

\_\_\_ **Arrive on time** for your visit, making sure that all visitors have washed their hands prior to entering our facility (soaps, moisturizers, lotions, sunscreen, and food will make our touch tank residents sick!)

\_\_\_ **Review list of Aquarium Rules** with your students prior to arrival. We have strong policies regarding our touch tank animals and their handling for both your students protection and our animal health and safety. If Educators feel like a student or chaperone is not being respectful of these rules and as a result our animals, we reserve the right to ask them to leave the exhibit area. These rules are found in the Aquarium Field Trip Guide.

\_\_\_ **Give out nametags** to students, teachers and chaperones.

\_\_\_ **Pay admissions fees and sign in** with receptionist upon entering aquarium building. Admission fees have changed so please read through your confirmation letter in order for you and your chaperones to be prepared for these changes and any fees that may be charged to your group.

\_\_\_ We encourage you to enjoy our picturesque location by eating snack or lunch at our facility. If you're having lunch at our facility, please remind your group to **carry out the trash** that you bring in by providing a large trash bag for your group. There are dumpsters on property that we can direct you towards. We appreciate your cooperation in not using the Aquarium trash container for this purpose. In addition, we have no indoor facility for group lunches during inclement weather, so please plan accordingly for your group needs.

If you have any questions please feel free to email us at [aquarium@maine.gov](mailto:aquarium@maine.gov), or call (207) 633-9542 to speak with the Natural Science Educator. We are looking forward to your visit. Our staff will be on hand to guide you through the aquarium and to help your students gain an appreciation of Maine's marine environment, as well as answer any questions that your group may have.