



Urban Advantage School Community Trip Information Packet

2018-2019

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*URBAN ADVANTAGE
PARTNERS*

- American Museum of
Of Natural History*
- Brooklyn Botanic Garden*
- New York Botanical
Garden*
- New York Hall of Science*
- Queens Botanical Garden*
- Staten Island Zoo*
- Wildlife Conservation
Society/Bronx Zoo*
- Wildlife Conservation
Society/NY Aquarium*

*Working with the NYC Department
of Education
to support scientific discovery and
learning in:*

- *Life Science*
- *Earth Science*
- *Space Science*
- *Physical Science*

*For more information, go to:
www.urbanadvantagenyc.org*

*Public support for the Urban
Advantage program is
provided by the Speaker and
Council of the City of New York,
and the New York City
Department of Education.*

September 25th, 2018

Dear Urban Advantage Parent Coordinator,

Thank you for participating in Urban Advantage (UA).

As a part of a participating school, parent coordinators, teachers, or administrators are encouraged to organize and accompany UA School Community Field Trips on weekends, recesses, or school holidays.

The NYC DOE requires that wording on flyers or other materials related to UA School Community Field Trips must include the following language:

- * The school parent coordinator, teacher, or administrator **arranges logistics** for the Urban Advantage School Community Field Trips.
- * Parents/Guardians must accompany and be **solely responsible** for the supervision of their children.
- * The trip is **sponsored** by the Urban Advantage (UA) Science Initiative.

For your convenience, you can find the sample flyers, contact information, voucher samples and other Parent Coordinator documents for a UA sponsored trip in the following locations:

- ✓ UA Parent Coordinator Google Folder: <https://uanyc.science/pc>
- ✓ Our online PC Moodle Forum (accessible through the myUA Portal)
- ✓ Any of our in-person Parent Coordinator workshops (all workshop participants will receive USB flash drives and folders with PC resources).
- ✓ Materials for School Community Trips will come to your school by mail

If you have ANY questions about this information, UA School Community Field Trip planning, vouchers or reserving a free bus or any other aspects of the UA program, submit your question to <https://myua.amnh.org/ContactUs> or feel free to reach out to me.

Warmly,
Justin Ramsey

Justin Ramsey
Coordinator of Family Outreach
212-313-7480 / jramsey@amnh.org
For UA Parent Coordinators: <https://uanyc.science/pc>
For Upcoming UA Events: Visit www.uanyc.science/calendar

Field Trip Bus Information 2018-2019
NEW POLICY INFORMATION! PLEASE READ!

Schools in the Urban Advantage Program may request **two free buses per school** for UA students and their families to visit one or more of the UA partner institutions. Please contact the UA institution you wish to visit and make any reservations (if needed) **before** requesting a bus. **If you wish to use additional buses please place a request at <https://myua.amnh.org>, log into your account and use the 'contact us' button. Please submit your request to Urban Advantage no later than ten (10) business days before the date of your trip.** This window allows for your bus request to be processed accurately, and to allow time for any needed changes.

These buses may only be used on non-school days!

You may wish to use your buses to attend:

Family Science Days (OCTOBER ONLY) – Special events for UA students held on various Saturdays and Sundays at the different UA institutions. Please check your Family Science Day handouts or the UA website for more information. Students will receive free vouchers for admission to one Family Science Day.

School Community Field Trips – School Community Field Trips are opportunities for families to become familiar with the science-rich cultural institutions in New York City as well as to support the students with their science investigations. PCs receive two School Community Field Trip vouchers delivered via FedEx. These trips may only be taken on weekends or school holidays.

UA Science Expo – This culminating event showcases student science investigations. It will be held at the American Museum of Natural History on Saturday, June 1, 2019 and is open to elementary and middle school UA students city-wide. Please note: if you have already used two buses this year, additional buses will **ONLY** be available for Expo if there is additional funding at that time; place your request early and follow instructions from above.

Have all necessary information ready, including:

- Date/Location of trip
- Time of departure and time of return
- A phone number for the trip leader
- Approximate number of passengers.

You will receive confirmation of your request upon submission of the form. **This does not mean your bus has been approved.** Scholastic Bus Company's customer service division (customerservice@superiorschoolbus.com) will email you in approximately 72 hours to let you know that your bus reservation has been confirmed. Once you receive this email you may proceed.

If you need to cancel, you must contact Urban Advantage with at least 24 BUSINESS hours notice or Urban Advantage will still be responsible for payment and you will lose the option of using the bus for a future trip.

If you need a wheelchair accessible bus: UA will have a VERY LIMITED supply of wheelchair accessible buses this school year. These buses will be available on a first come, first served basis. Please note that these buses can accommodate up to two wheelchairs.

If you have questions about making arrangements for school community trips or for submitting a bus request, please contact Justin Ramsey by telephone at 212-313-7480 or by email at jramsey@amnh.org.

Planning a School Community Trip to the American Museum of Natural History

Follow these simple steps to help make your visit to the American Museum of Natural History an enjoyable experience for students and families.

1. Get your Urban Advantage Vouchers!

As an Urban Advantage Parent Coordinator, you have access to several vouchers for use with your students and their families:

- ✓ **Family Field Trip** (yellow) vouchers provide free admission and one paid exhibit (Space Show, IMAX or Special Exhibit) to up to 40 people. Please note that these vouchers can **only** be used on non-school days. All Urban Advantage Parent Coordinators are issued 2 of these vouchers in the fall. Vouchers are valid through June 30th, 2019.
- ✓ **Parent Coordinator Pre-Trip** (cream) vouchers can admit you and up to 3 additional people to the Museum for free. This voucher can be used to become familiar with the Museum before organizing your Family Trip. You will receive 1 of these vouchers with your yellow Family Field Trip vouchers in the fall. If you are unable to visit prior to your family trip, visit the AMNH website at www.amnh.org for directions and information about exhibits and special programs.
- ✓ **Family Science Day** vouchers will also be available for our October Family Science Day events. At our Family Science Day at AMNH, families can enjoy hands-on science activities, refreshments and walkthroughs of our Museum halls. These vouchers will be mailed to your **Urban Advantage Science teachers** in September.

2. Select a date for your trip!

Work with your UA science teachers, admins and families to decide on a date for your trip. Some recommended times of year for family trips are:

- ✓ Weekends
- ✓ Midwinter and Spring Recesses
- ✓ End of School Year (your vouchers expire 4 days **after** school ends!)

Please note that the Museum is open daily from 10:00am to 5:45pm, with the exceptions of Thanksgiving Day and Christmas Day.

3. Reserve a bus for your trip (optional)!

Urban Advantage Parent Coordinators can request a bus for use on a School Community Trip, Family Science Day or EXPO. Bus requests can be submitted through your myUA Portal account. Parent Coordinators have access to 2 buses during the school year (additional buses can be requested and are subject to approval by Urban Advantage). **Bus requests must be made at least 10 business days before your trip date.**

4. After selecting a date for your trip, please follow the steps below:

- ✓ Call AMNH Central Reservations at 212-769-5200 to make a reservation. Please inform Central Reservations if you need lunchroom space, and if you are travelling by bus*.
- ✓ Let the visitor services representative know you are an Urban Advantage school planning a trip.
- ✓ You will be given a reservation number, which you will write on your voucher.
- ✓ Be sure to have your Urban Advantage vouchers with you when you arrive at the Museum. Admissions staff will exchange your vouchers for tickets.

***Parking for buses is free at the Museum with a reservation. Urban Advantage does NOT provide free parking for personal vehicles.**

If you have any questions about planning a School Community Trip, please contact Justin Ramsey (jramsey@amnh.org; 212-313-7480) or Monique Garcia (mgarcia@amnh.org; 212-769-5534)



Plan a School Community Trip to Brooklyn Botanic Garden

Urban Advantage Teachers/Parent Coordinators: Provide a rich and fun experience for your UA families and students with a UA School Community voucher.

- 🌿 **Visit the Garden yourself beforehand with your UA teacher/parent coordinator voucher.** Map out the plant collections you will visit and locate restrooms, cafés,* and the entrance your group will use (the entrance at 455 Flatbush Avenue is recommended). Find travel directions and Garden hours at bbg.org/visit. To begin planning, visit BBG's online map at bbg.org/collections/gardens#map.
- 🌿 **Register for your self-guided visit.** Visit bbg.org/learn/schools to preregister once you select a date. Print the confirmation slip you receive via email after registering. **Write the BBG reservation number directly on your UA voucher and bring it with you on the day of your trip.** This will make checking in easier when you arrive at the Garden. Should you need to reprint or make changes to your reservation, you can log back in via the self-guided registration portal at any time.
- 🌿 **Present your UA School Community voucher at the Flatbush Avenue entrance at 455 Flatbush Avenue.** Here you can find restrooms, maps, and a direct route to the Discovery Garden!
- 🌿 **Visit in all seasons!** The Steinhardt Conservatory is an indoor setting where you and your families can explore tropical, desert, warm temperate, and aquatic plant collections as well as the C.V. Starr Bonsai Museum.

Questions about your school community trip to BBG? Contact Barbara Kurland at bkurland@bbg.org or 718-623-7235.

Questions about UA vouchers? Contact Justin Ramsey at jramsey@amnh.org or 212-313-7480.

*BBG's Yellow Magnolia Cafe offers full restaurant service year-round; the outdoor Yellow Magnolia Canteen is open seasonally. Consumption of outside food is not allowed on Garden grounds. Nearby picnic spaces are available at Mount Prospect Park, on Eastern Parkway; Prospect Park, across Flatbush Avenue; and on the steps of Brooklyn Museum, at Eastern Parkway and Washington Avenue.

Visit bbg.org/learn/teachers_and_schools to learn more about programs supporting science learning for UA teachers and students at the Garden.



Upon request

Planning a School Community Trip to the Bronx Zoo

Here is some helpful information and simple steps you can take to make your School Community Trip to the Bronx Zoo a rich and fun experience for Urban Advantage students and their families!

Ideally, visit the Zoo before your visit with your families, using your Teacher/Parent Coordinator Vouchers (ivory colored).

If you can't make it to the Zoo ahead of time, visit bronxzoo.com for information on exhibits, special events, hours, and directions. You may view a digital map at bronxzoo.com/map so you can outline your route prior to the trip.

Are you planning on spending most of your time outdoors? Have a rain plan! The Zoo has exciting indoor areas to explore such as Madagascar, World of Birds, Congo Gorilla Forest, and Jungle World. The zoo is a huge place (265 acres!), so make a realistic plan for your visit – you won't be able to explore the entire zoo in one visit. Try to focus on a theme, like Asian animals, African animals, predators, primates, or Rainforest animals.

You may pack a lunch to eat at the zoo, or visit our Dancing Crane Café for a variety of tasty meal options.

Steps for taking your School Community Trip:

- 1. You do not need to make a reservation for a family field trip. Remember to bring the proper number of yellow vouchers for students and parents that will be entering paid exhibits. Each voucher admits up to a total of 40 people.**
2. Upon arrival at the zoo, enter at Southern Boulevard (if taking a bus) or Asia Gate (if taking the subway). Buses can **only** park in the Southern Boulevard parking lot (parking is \$20 per bus).
3. At the admissions gate, hand the representative your completed yellow vouchers and simply tell them which paid exhibit you would like to enter and how many people you have in your group. Paid exhibits that are accessible with UA vouchers include Jungle World (all year), Wild Asia Monorail (May - October), Butterfly Garden (April - October), or Congo Gorilla Forest (April - December).
4. You will receive a "UA General Admission" ticket for everyone that is entering the zoo, and individual "UA Single Attraction" tickets that are valid for entry into a paid exhibit for each person that will be entering on a voucher. These tickets will expire at the end of the day and will only be accepted at the exhibits listed above.
5. Have a wonderful day at the Bronx Zoo!

If you have any questions about planning your trip, please contact Ashley Busse at urbanadvantage@wcs.org or 718-220-8612.

Planning a School Community Trip to the New York Aquarium

Here are some simple steps to help make your School Community trip to the New York Aquarium a rich and enjoyable experience for Urban Advantage students and their families:

Ideally, visit the Aquarium before your visit with your families, using your Teacher/Parent Coordinator Vouchers (ivory colored).

It is best to come with a plan for your field trip. While it is possible to view everything the Aquarium has to offer in one visit, consider having a focus to your trip by having your families share in an activity to observe mammal behaviors or explore how species interact in our coral exhibits.

Always know how to get to where you are going! You can find travel directions, Aquarium hours, and special show and feeding times at nyaquarium.com.

The New York Aquarium continues to transform, now with our new *Ocean Wonders: Sharks!* exhibit open to visitors. Our larger marine residents, including our sea lions, harbor seals and penguins, are out and about at our Sea Cliffs exhibits. Don't forget about the dives and flips at the Sea Lion Celebration in our Aquatheater!

Steps for taking your School Community trip:

1. Go to <http://uanyc.science/NYAprograms> and fill out the web form to book your visit. We will send you a confirmation invoice and reservation number via email within two business days. Print this confirmation and bring it with you when you visit the Aquarium. You can also contact nyaeducation@wcs.org or (800) 433.4149
2. Write your reservation number on the lower-right corner of your completed voucher(s).
3. When you arrive, show the Admissions gate agent your confirmation and turn in your voucher(s).
4. Please note: vouchers do not include parking. Parking for cars is pay by the hour, and buses can drop off alongside Surf Ave.
5. Have a wonderful day at the New York Aquarium!

*If you have any questions about booking your trip, please contact
nyaeducation@wcs.org or (800) 433.4149*

Planning a School Community Trip to the New York Botanical Garden

Follow these steps to plan your School Community Trip to the New York Botanical Garden and make it a rich and fun experience for Urban Advantage students and their families:

- ❖ **Visit the Garden yourself** using your (ivory) Parent Coordinator Voucher before your School Community Trip so that you can explore the grounds and decide which sections you might like to visit with your families. During your pre-visit, take note of where bathrooms are located and where your families will have lunch. Families can picnic at the Clay Family Picnic Pavilions. Families are also welcome to purchase food in the Pine Tree Cafe, but please be aware that seating in the café is limited and may not be able to accommodate a large group. The Botanical Garden and its buildings are wheelchair accessible. Due to the Garden's varied topography, portions of the historic landscape may be inaccessible.
- ❖ **Register your School Community Trip** by calling the Urban Advantage Coordinator at 718-817-8175. Please have your (yellow) School Community Trip Vouchers on hand when you call. **Please register your trip with the Garden before requesting a bus through Urban Advantage.**
- ❖ **On the day of your School Community Field Trip** direct your bus driver to the Main Conservatory Gate at 2900 Southern Boulevard where your group can disembark. Bus parking is not available within the Garden, however, there is street parking along Southern Boulevard. Parking for family vehicles costs \$15 Tuesday-Friday and \$20 Saturday-Sunday, Monday holidays and holiday weeks and is not included in the voucher. You can find directions for public transportation at <http://www.nybg.org/visit/directions.php#public>. We suggest that you break into smaller groups during your visit. Please be sure that children are supervised during the visit.
- ❖ **Please present your voucher at the admissions booth when you arrive;** each voucher is good for up to 40 All Garden Passes. Special Exhibitions tickets are subject to availability.

You can find travel directions, general information and details about special programs at www.nybg.org.

If you have any questions about your School Community Trip, please contact the Urban Advantage Coordinator at 718-817-8175. If you have questions about UA Vouchers or how to request a bus, please contact Justin Ramsey at 212-313-7480 or jramsey@amnh.org.

**Cancellation Policy: In order to provide access to as many families as possible, all cancellations must be made at least two weeks before the scheduled trip date.

UA School Community Trip Visit Admission Vouchers:

- Admits up to 40 people per voucher (including students, teachers/adult chaperones)
- Includes a 30-minute session in Design Lab ****Design Lab session must be reserved at the same time that you are reserving your class visit date****

Optional Experiences: (Additional cost with UA Vouchers; payments due **two weeks** before visit)

3D Theater Experience

- \$4 per child, one free adult with every 10 children with UA Voucher

Rocket Park Mini Golf

- \$4 per player with UA Voucher

Science Playground

- \$4 per child, one free chaperone with every 5 children with UA Voucher

Scheduling your School Community Trip visit:

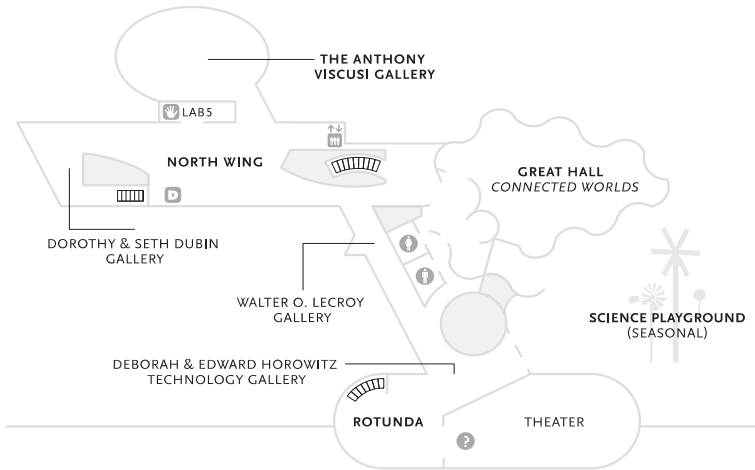
1. To make a reservation for your visit, please contact our **Group Reservations Department** at 718.699.0301 Monday-Friday, 9am-5pm. You **MUST** have your vouchers on hand when you are booking your visit. You cannot book your visit without your voucher numbers.
2. *Reserve a 20-minute lunch*, subject to availability.
3. *Reserve a 30-minute session in Design Lab*, which is subject to availability.
4. *Optional: book additional experiences.*

Submitting your UA School Community Trip Vouchers:

5. After making a reservation, vouchers must be mailed to NYSCI and arrive **at least two weeks** prior to your visit date. Please be sure to schedule your visit date accordingly. Vouchers that are not received in a timely manner will result in a cancellation of your visit. Faxed vouchers will not be accepted.
6. Any mailed in vouchers not used on the scheduled visit date will be credited to that parent coordinator to use during a future visit before the expiration date on the voucher. To claim this credit you will need to call our Group Reservations Department at 718.699.0301 no later than one month after the initial visit.

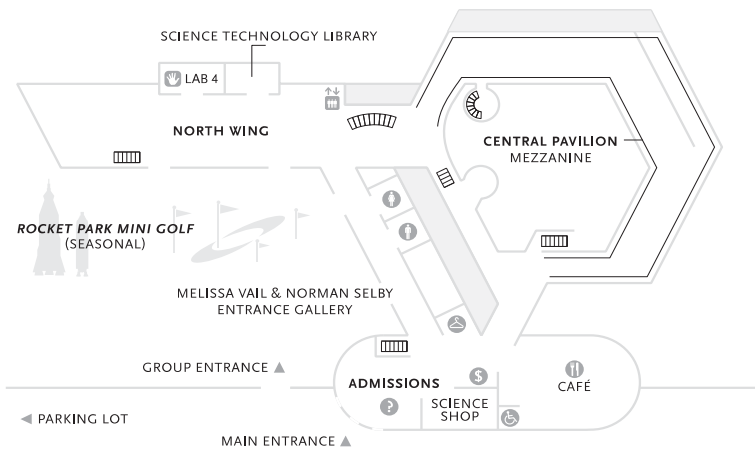
Planning For Your Visit:

7. For all of the information, support, inspiration, and exhibit guides you will need to take full advantage of everything New York's world-renowned hands-on science and technology center has to offer you and your students please use our website, nysci.org.



UPPER LEVEL

- VISCUSI GALLERY
- ▲ GREAT HALL
CONNECTED WORLDS
- NORTH WING
THE SPORTS CHALLENGE
WILD MINDS: WHAT ANIMALS
REALLY THINK
- THEATER

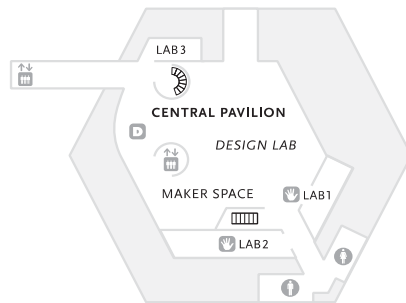


STREET LEVEL

- CENTRAL PAVILION MEZZANINE
CHARLIE AND KIWI'S
EVOLUTIONARY ADVENTURE
MATHEMATICA: A WORLD OF NUMBERS
SEEING THE LIGHT
- NORTH WING
THE SEARCH FOR LIFE BEYOND EARTH
PRESCHOOL PLACE
- ADMISSIONS
MEMBER SERVICES

- Ⓜ VISITOR INFORMATION
- 🔍 DISCOVERY LAB
- D DEMONSTRATION AREA
- 🍽 DINING AREA
- 💰 ATM
- 🧥 COAT CHECK

- 🚪 ELEVATORS
- 🪜 STAIRS
- ▶ ENTRANCE
- 🚻 WOMEN'S RESTROOM
- 🚻 MEN'S RESTROOM
- ♿ ACCESSIBLE RESTROOM



LOWER LEVEL

- CENTRAL PAVILION
DESIGN LAB
MAKER SPACE

Planning a School Community Trip to the Queens Botanical Garden



Welcome to Queens Botanical Garden where students have access to 39 acres of trees, flowers and animals and can get an exceptional introduction to the natural world without a trek into the wilderness.

To book your visit, call us at **718.886.3800 ext. 230** or email Groups@queensbotanical.org.

When contacting, please make sure to have the following information:

- Preferred dates
- Name of School
- Your name and contact information
- Number of visitors
- Voucher numbers

Advance registration is required for all programs. A scheduled visit is not confirmed until a voucher is received. Please check your invoice for due dates. Queens Botanical Garden reserves the right to refuse registrations for any reason.

Workshops and Tours Available for Urban Advantage Groups

- Biomes and Ecosystems (additional fees apply)
- City Safari
- Energy: You Move Me
- Growing Together
- Healing with Plants: The Amazing Legacy of Dr. George Washington Carver
- Guided Garden Tour
- Sustainability Tour
- Self-Guided Tour (available April 1st through October 31st)
- Honeybees and other Pollinators
- Making Scents of Plants
- Plant Propagation
- Water: Round & Round It Goes
- What's in Bloom
- Wild Plants and the First Americans
- A Worm in the City

Please check our website at www.queensbotanical.org/education for additional information about our programs, rescheduling, and cancellation policy.

Visit www.queensbotanical.org for information about the Garden's address, directions, hours of operation, map, and Garden etiquette.

For questions related to Urban Advantage, please contact Marnie Rackmill at mrackmill@queensbotanical.org.



Planning a School Community Trip to the Staten Island Zoo

Here are some simple steps to help make your School Community to the Staten Island Zoo a rich and fun experience for your Urban Advantage students and their families.

Ideally, visit the Staten Island Zoo before your visit with your families. You can use your Parent Coordinator vouchers for this pre-visit. If you have any questions about the vouchers, please contact Justin Ramsey by email at jramsey@amnh.org or by telephone at 212-313-7480. During your visit, take note of the location of the bathrooms, café, and any exhibits that may relate to topics studied in your school.

Once you have a firm date for your visit, please email Jessica Hartmann at jhartmann@statenilandzoo.org to let us know the date of your visit and approximately how many people will be attending. There is no need for any further registration.

When you arrive, present your vouchers to the admission booth. The voucher is good for admission to all exhibits in the Zoo. Parking is free in the parking lot on the corner of Clove Road and Martling Avenue.

You can find travel directions, information about when the Staten Island Zoo is open to visitors, and information about special events at <http://www.statenilandzoo.org/>. We do not provide maps at the zoo, but you can see and print one from the website. You can also find differentiated Zoo Guides to prepare your students for the trip on the website.

The Staten Island Zoo is open rain or shine. Most of the Zoo's exhibits are indoors, so we are a great destination for a winter trip!

If you have any questions about your family trip or would like support materials and activities for your families, please contact Jessica Hartmann at 718-442-3101 ext. 24 or jhartmann@statenilandzoo.org.

Restaurant/Food Options

Looking for some inexpensive places to eat while visiting our UA institutions?
Below is list of restaurants that are close by and offer inexpensive options for families.

American Museum of Natural History*

Famous Ray's Original Pizza 462 Columbus Ave
Gray's Papaya 2090 Broadway
Europan 2197 Broadway
Andy's Deli 418 Columbus Ave
Bagel Talk 368 Amsterdam Ave
Taco Grill 146 W 72nd St
Columbus Gourmet Food 261 Columbus Ave
Chirping Chicken 355 Amsterdam Ave
Lenwich 469 Columbus Ave
Uno's Pizzeria and Grill 432 Columbus Ave

***There are also several food carts surrounding the Museum with good food options.**

Brooklyn Botanic Garden

Billy's Pizza and Pasta 1626 Bedford Ave
Checker's 43 Empire Blvd
Wendy's 469 Flatbush Ave
Wholesome Foods Supermarket 98 Montgomery St
Golden Krust 823 Franklin Ave

Bronx Zoo

From Southern Boulevard Pedestrian Entrance:

Mike's Deli 2344 Arthur Ave
Healthy Fresh 621 E 187 St
Full Moon Pizzeria 600 E 187th St
McDonald's 2505 Southern Boulevard

From Bronx River Entrance / Boston Road:

Tacos El Bronco II White Plains Rd & Lydig Ave
Burger King 2179 White Plains Rd

New York Aquarium

Many restaurants in Coney Island are seasonal and keep shorter hours in the fall and winter.

Nathan's Hot Dogs 1310 Surf Ave
Tom's Coney Island 1229 Boardwalk W
Surf City Pizzeria 837 Surf Ave
IHOP 1019 Surf Ave
Carl's Jr. 1201 Surf Ave

New York Botanical Garden

Nick's Garden Coffee Shop 2953 Webster Ave
Webster Café 2873 Webster Ave
Bedford Pizza 380 Bedford Park Blvd

Arthur Avenue is less than a mile away from the Garden and is known for its many authentic Italian restaurants.

New York Hall of Science

Tortilleria Nixtamal (closed M-W) 104-05 47th Ave
Cafe Rubio Restaurant 98-05 Northern Blvd
Tony's Pizza & Restaurant 45-18 104th St
Las Delicias Peruanas 43-07 104th St
Panda Garden 107-18 Corona Ave
Papa Johns 43-04 National Street Corona, NY
Subway 108-11 Corona Ave
Corona Pizza 5123 108th Street
El Palacio de las Empanadas 53-02 108th Street
New King House 111-15 Roosevelt Ave
Pollo Campero 103-26 Roosevelt Ave

Queens Botanical Garden

Great Wall Kitchen 43-41 Main St
Hly Chinese Cuisine 43-23 Main St
Tai Pan Bakery 42-05B Main St
QQ 42-57 Main St
Latin Bakery 41-41 Main St
Kanes Diner 44-15 College Point Blvd
Phil & Sons Pizzeria 57-29 Main St
Venice Pizza 41-94 Bowne St
East Buffet 42-07 Main St
Leaf Garden 42-35 Main St
Hunan Kitchen of Grand Sichuan 42-47 Main St

Staten Island Zoo

Subway 612 Forest Ave
Pronto Pizza 738 Forest Ave
Green Garden Chinese Restaurant 752 Forest Ave
McDonald's 803 Forest Ave
Bruno's Bakery and Restaurant 676 Forest Ave

UA trip planning organizer

Date of Trip/Event	#1	#2
Are vouchers needed? If so, request additional vouchers through myUA.		
UA Institution you are visiting - RESERVE TRIP		
Capacity of trip (adults/children)		
Travel Plans (bus/subway/meet there)		
Reserve bus (consider travel time/ pick up at school/pick up at institution)		
Bus Activities - logistics, what to do at Institution, etc		
Food (packed lunch from school or BYO)		
Lunch (reserve or find space at location)		
Recruit/Sign up Strategy		
Bad Weather Plan/Alternate Date		
Plan for confirming attendance (waitlist)		
Plan for communicating at Institution		
Emergency Plan		

Trip Planning Checklist		urban advantage science initiative		Trip Planning Checklist		urban advantage science initiative	
<input type="checkbox"/>	Trip Destination_____	<input type="checkbox"/>	Trip Destination_____	<input type="checkbox"/>	Trip Destination_____	<input type="checkbox"/>	Trip Destination_____
<input type="checkbox"/>	Date of Trip_____	<input type="checkbox"/>	Date of Trip_____	<input type="checkbox"/>	Date of Trip_____	<input type="checkbox"/>	Date of Trip_____
<input type="checkbox"/>	Rain Date_____	<input type="checkbox"/>	Rain Date_____	<input type="checkbox"/>	Rain Date_____	<input type="checkbox"/>	Rain Date_____
<input type="checkbox"/>	UA School Community Trip Vouchers (additional vouchers can be requested through myUA)	<input type="checkbox"/>	UA School Community Trip Vouchers (additional vouchers can be requested through myUA)	<input type="checkbox"/>	UA School Community Trip Vouchers (additional vouchers can be requested through myUA)	<input type="checkbox"/>	UA School Community Trip Vouchers (additional vouchers can be requested through myUA)
<input type="checkbox"/>	Bus Request Submitted (through myUA)	<input type="checkbox"/>	Bus Request Submitted (through myUA)	<input type="checkbox"/>	Bus Request Submitted (through myUA)	<input type="checkbox"/>	Bus Request Submitted (through myUA)
<input type="checkbox"/>	Bus Confirmation Received on_____	<input type="checkbox"/>	Bus Confirmation Received on_____	<input type="checkbox"/>	Bus Confirmation Received on_____	<input type="checkbox"/>	Bus Confirmation Received on_____
<input type="checkbox"/>	Review reservation procedures for trip destination (found in Family Field Trip packet)	<input type="checkbox"/>	Review reservation procedures for trip destination (found in Family Field Trip packet)	<input type="checkbox"/>	Review reservation procedures for trip destination (found in Family Field Trip packet)	<input type="checkbox"/>	Review reservation procedures for trip destination (found in Family Field Trip packet)
<input type="checkbox"/>	Reservations completed with Destination (Reservation Number_____)	<input type="checkbox"/>	Reservations completed with Destination (Reservation Number_____)	<input type="checkbox"/>	Reservations completed with Destination (Reservation Number_____)	<input type="checkbox"/>	Reservations completed with Destination (Reservation Number_____)
<input type="checkbox"/>	Communication sent to families on _____	<input type="checkbox"/>	Communication sent to families on _____	<input type="checkbox"/>	Communication sent to families on _____	<input type="checkbox"/>	Communication sent to families on _____
<input type="checkbox"/>	Number of Children_____	<input type="checkbox"/>	Number of Children_____	<input type="checkbox"/>	Number of Children_____	<input type="checkbox"/>	Number of Children_____
<input type="checkbox"/>	Number of Adults_____	<input type="checkbox"/>	Number of Adults_____	<input type="checkbox"/>	Number of Adults_____	<input type="checkbox"/>	Number of Adults_____
<input type="checkbox"/>	Names and contacts of Parent Chaperones	<input type="checkbox"/>	Names and contacts of Parent Chaperones	<input type="checkbox"/>	Names and contacts of Parent Chaperones	<input type="checkbox"/>	Names and contacts of Parent Chaperones
<input type="checkbox"/>	Lunches for Trip (circle one) School Bagged Lunches/Families BYO	<input type="checkbox"/>	Lunches for Trip (circle one) School Bagged Lunches/Families BYO	<input type="checkbox"/>	Lunches for Trip (circle one) School Bagged Lunches/Families BYO	<input type="checkbox"/>	Lunches for Trip (circle one) School Bagged Lunches/Families BYO
<input type="checkbox"/>	Emergency Plan	<input type="checkbox"/>	Emergency Plan	<input type="checkbox"/>	Emergency Plan	<input type="checkbox"/>	Emergency Plan
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	