School Tour Procedures

We want your tour to the San Luis Obispo Botanical Garden to be an enjoyable experience for you and your tour group. Please follow these simply procedures to prepare for the field trip:

**Tour Preparation:**
1. Read all the attached documents.
2. Review the bus directions with your bus driver.
3. Review the *Tour Responsibilities for Teachers and Chaperone* with adults accompanying the field trip.
4. Review the “Let It Be” *Nature Rules* with students and chaperones.
5. Organize students into groups of approximately ten so they know which group they are in.
6. To help us improve our tours, please return the evaluation forms the day after the field trip.

**Documents Attached:**
1. Bus Driver Directions
2. “Let It Be” *Nature Rules*
3. *Tour Responsibilities for Teachers and Chaperones*
4. Tour Evaluation Form

Thank you very much, we look forward to your visit!

Lindsey Collinsworth Morgan,
Education Director
(805) 541-1400x303,
education@slobg.org

San Luis Obispo Botanical Garden
3450 Dairy Creek Road
San Luis Obispo, CA 93405
Bus Driver Directions

The San Luis Obispo Botanical Garden is located in El Chorro Regional Park across from Cuesta College on Highway One between San Luis and Morro Bay.

Enter the park at the signal light across from Cuesta College closest to San Luis Obispo, which is called Dairy Creek Road.

Follow this road up and around to the right. Do not turn left towards the golf course. Follow this road down toward the baseball fields.

You will park on the left side of the road opposite the baseball field right by the large picnic area called Poppy Reservation Area. There is a bathroom building just next to the area that you will pull the bus up to.

Please DO NOT continue to drive up the road past the Botanical Garden. Please DO NOT park in the parking lot directly across from the Botanical Garden.

PLEASE PARK RIGHT IN FRONT OF THE PICNIC TABLE AREA.
Tour Responsibilities for Teachers and Chaperones

Teachers

1. Go over the “Let It Be” Nature Rules with your class the week of the tour, reminding them of the rules on the bus before they unload to come to the garden.
2. Have nametags for all students and chaperones.
3. Group students into groups of ~ten and make sure students know what group they are in and what Chaperone is in charge of which group.
4. Organize procedures for transport, distribution, and clean up of lunches.
5. Supervise the children in the park and on the playground equipment. Have Chaperones to help you supervise the play area.
6. Organize bathroom visits and enlist the assistance of Chaperones to monitor bathroom visits.
7. Communicate with Chaperones about what their duties and responsibilities are for the field trip to the Botanical Garden.
8. Fill out an evaluation form at the end of the tour and turn it into your Docent before you leave to go on the bus or return it to the Garden.

Chaperones

1. Chaperones must remain with the students at all times and help maintain discipline during garden tours.
2. Chaperones act as positive role models to the students and help to re-emphasize “Let It Be” Nature Rules during tours.
3. Chaperones help escort student groups to and from the Botanical Garden. You will also escort student to and from the bathrooms, picnic tables, playground area in the park and the bus.
4. Chaperones will assist the Docent with any educational activities conducted during the tour and direct student’s attention towards the activity.
5. Maximize student learning during the tour by helping re-direct student’s attention to the Docent and remember that this is an educational tour for children. We have tours for adults available every first Tuesday of the month at 11 a.m. that you are welcome to attend and to learn more for yourself.
6. Fill out an evaluation form at the very end of the tour and turn it into your Docent before you leave to go on the bus.
7. If you can make a donation to the Garden for your Tour, you can give a check to your Docent made to “SLOBG,” or mail a check to 3450 Dairy Creek Road, San Luis Obispo CA 93405. We suggest a $2 donation per tour participant, but appreciate a donation of any amount.
“Let It Be” Nature Rules

• Nature is awesome! Look and observe. Let It Be.

• Look closely at the variety of flowers. Let Them Be.

• Use quiet voices to hear the birds chirping and insects buzzing.

• Pathways are for walking on. Let Everything Be.

• Let the rocks and wood chips stay where they are. Let Them Be.

• Observe living things carefully by watching them in their undisturbed habitats. Let Them Be.
Tour Evaluation

Please return to:

San Luis Obispo Botanical Garden
Attn: Lindsey Morgan: education@slobg.org
3450 Dairy Creek Road
San Luis Obispo, CA 93405
Fax: (805) 541-1466

Tour Date_________________ School ______________________________

I am a □ Teacher □ Parent □ Other Staff

On the scale of 1 – 5, “1” being the least satisfied and “5” being the most satisfied, please rate your tour experience today by circling each item. Thank you very much.

<table>
<thead>
<tr>
<th>Least satisfied</th>
<th>Most satisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
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</table>

1. Today’s tour was well organized: 1 2 3 4 5
2. The tour had good educational content: 1 2 3 4 5
3. My Docent did a good job with the group: 1 2 3 4 5
4. My Docent showed knowledge of the subject: 1 2 3 4 5
5. The tour was worthwhile: 1 2 3 4 5

Suggestions and Comments: __________________________________________________________
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