

## Field Trip Tips

- Discuss with your mentees at your first meeting what activities you'd like to do. Remind mentees to bring their calendar.
- Use the WAM Field Trip Yellow Pages, pre-arranged field trips, or pick something else.
- Arrange for a field trip/activity at least once per month.
- Consider joining with another mentor group.
- Remind mentees and parents when trips/activities are scheduled.
- School permission slips are needed if during school hours. Students can miss a maximum of 2 days for WAM events. Reserve 1 day for MLB Day. See next page for additional information about permission forms.
- Keep the parents informed.
- Make convenient travel arrangements: pick up from school, meet at a designated location, drop off/pick up at the event, car pool with another mentor group, etc.
- If you can no longer make the event, see if another mentor can substitute for you.
- For pre-arranged field trips,
  - Sign up information will be sent via e-mail
  - Sign up after you know that your mentees can attend
  - A lottery will be held if there are not enough spots available. For later field trips, groups who did not make the lottery may get higher priority.
  - If your group can't go, inform Victoria Thio as early as possible so someone on the waiting list may attend.
  - If you're on the waiting list, schedule to meet with your mentees on that day but choose something flexible in case you get called off the waiting list.
- Field trips are intended to be for the mentors and mentees only. Keep the parent informed but they are not encouraged to attend the field trips with you. Teenagers act differently in the presence of parents.
- All field trips arranged by the WAM coordinating team have no fees and many of the activities in the field trip "yellow pages" are free. If there are expenses, please see the next page for more information.
- Most field trip hosts/presenters are volunteers. Remember to thank them; sending a note afterwards is thoughtful.
- If you have any field trip questions or need help, contact your mentor leader, Victoria Thio, or anyone else on the WAM Planning Committee
- **Have FUN !!!!!!**

Victoria Thio, WAM Field Trip Coordinator

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## Women and Math Mentoring Program Field Trip Tips

	<b>Information</b>	<b>Notes</b>
<b>School Permission Slip</b>	Parent needs to sign the form and students should turn it into the <b>school office</b> at least 1 week before the trip.  Get form on google groups or WAM web site.	Required whenever taking the student out of school for an event. Mentees should not miss more than 2 days of school which includes 1 day for MLB Day
<b>Picking up at school</b>	Make arrangements with mentees on where to meet. It's typically the main office. You may need to sign them out.	Check with mentees on their class schedule to see when it's best to pick them up e.g. period may end at 1:47pm so it may be better to get them before the next period starts. Allow 5-10 minutes to get them out of school.
<b>If there's a fee for your field trip activity</b>	Discuss with the parents about covering the fee.	We don't want financial hardship to preclude anyone from participating so please contact <a href="#">Laura Smith</a> if necessary before incurring the expense.

Field trip information, permission forms, and other information for mentors are available:

- [Mentor information on the WAM web site:](#)  
<http://www.womenandmathmentoring.org/activities.php>