

UWSP - Youth Field Trips Guidelines & Expectations

This checklist is for individuals who plan and organize field trips to UW-Stevens Point!

To best serve your group during your visit we ask that you read and share this information with your chaperones and students. Field trips are responsible for meeting UW System Youth Protection Compliance Policy requirements. Visit the [Youth Protection | Compliance & Integrity](#) for more information.

Registration & Approval for Visit

- Register activity with campus precollege liaison at risk.management.youth.programs@uwsp.edu and alert the Admission Office so they are aware of the visit.
- Obtain written permission from Institutional Sponsor which is the Provost or Vice Chancellor of the Division. Please see the Field Trip Agreement form to secure that written permission.

Review Campus Visit Confirmation

- Complete any reservations necessary in EMS or the building manager if you need physical space to meet.
- Obtain written permission from Institutional Sponsor which is the Provost or Vice Chancellor of the Division. Please see the Field Trip Agreement form to secure that written permission.
- If you need food service or parking, please reach out in advance to Dining and Parking Service to secure vehicle parking for visitors.
- Provide your group a schedule in advance with details of the visit including parking information.

Day of Field Trip

Please be early!

- Please plan to arrive at least 15-30 minutes prior to the start of your visit. This will allow time for parking, unloading, a bathroom & water break, and time to arrive at your first campus activity on time.
- We have customized your itinerary based upon your planned arrival time. Share in advance contact information with your group so any emergencies or delays can be reported.

Field Trip Primary Contact (group's lead coordinator/teacher/chaperone) Responsibilities

- The group's lead contact will provide a Day-of-Visit cell phone number during the planning process and will carry this phone during the visit. Please notify our office if this person or phone number changes.
- The lead chaperone will communicate the following "student guidelines" to their students:
 - Wear comfortable walking shoes & be prepared/dress for the weather as tours occur rain or shine
 - Visitors are expected to conduct themselves in a courteous and respectful manner.
 - Visitors will use a voice level that is appropriate while inside campus buildings.
 - Visitors will not leave the group or chaperone(s) at any time during the visit.
 - Visitors will not use electronic devices during tours, presentation, or sessions.
 - Visitors and groups that are deemed unruly or unmanageable by the <Campus Visit Program> and campus venue staff will be asked to change their behavior. If the visitor or group continues their behavior, the presentation, tour, or entire visit will end.
 - Listen, prepare, and ask questions, learn, and enjoy! We are so happy you will be visiting UWSP.

Chaperone Responsibilities

- We recommend at least 1 adult chaperone for every 10 elementary or middle school/junior high students and 1 chaperone for every 20 high school students. Please have your groups organized before arriving to campus.
- All adult chaperones/group leaders should have a copy of the campus visit confirmation/itinerary.
- Chaperones must actively engage in sessions and always supervise students.
- Chaperones must take responsibility for students' behavior on campus. Tour guides, docents and campus staff will not act as chaperones for your students.

Campus Field Trip Contact Information

Name:

Email:

Phone Number

Hours:

Campus Information