



Teacher Commitment Checklist

Please review the following information with your school administrator. Both of your signatures are required to confirm your field trip. **Please fax or mail a signed copy** to the irecycle@school Education Center **no later than two weeks prior** to your **field trip**. Keep a copy of this checklist for your records. You may also review this checklist on the field trip page of the www.stopwaste.org website.

Field Trip Registration

- ☐ Complete and submit a Field Trip Registration Request online or by mail, email or fax.
- ☐ A staff member from the irecycle@school Education Center will contact you by email to confirm a date. Field trips are only confirmed once teacher receives a Confirmation Letter by email and mail.

Before Your Field Trip

- ☐ Review field trip logistics and standards with your school site administration and submit any paperwork required to leave the campus.
- ☐ Upon receiving your Teacher's Pre-Field Trip Packet, please review all materials.
- ☐ Review, sign and fax this **Teacher Commitment Checklist** one month prior to your field trip date.
- ☐ Send home **Permission Cover Slips** to parents.
- ☐ Secure at least one adult chaperone for every 10 students (required), with a maximum of 7.
- ☐ Prepare students for their field trip with the Pre-Field Trip Activities enclosed in the confirmation packet **prior** to your field trip; showing the *Doing the 4Rs* video is **required**.

After Field Trip

- ☐ Complete the online **Teacher Evaluation**.
- ☐ Conduct the **Student Reflection** online with your class or **mail** the class set to the Education Center.
- ☐ Conduct the activities handed to you in your **Post-Field Trip Packet**.

Please sign:

_____ Tour Date	_____ Teacher's Name	_____ Teacher's Signature	_____ Date
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_____ School Administrator's Name	_____ School Administrator's Signature	_____ Date
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