



STEP BY STEP ECMA FIELD TRIP GUIDE

HOW TO REQUEST AN ECMA FIELD TRIP

- 1) Teachers visits ECMA site through www.elkhartfieldtrip.org to learn more about local attraction site and to select Field Trip Sites.
- 2) Teacher clicks on “Request a Field Trip” button on School Field Trip page.
- 3) Request button connects to reservation system where Teacher fills out the registration form and submits the field trip request. Please allow 30 business days between request and field trip.

SCHEDULING ECMA FIELD TRIP

- 4) Teacher receives confirmation message from reservation system that the request has been submitted and that the Attraction Site Manager will contact them within 5 working days.
- 5) ECMA Field Trip Coordinator sends an email to the Attraction Site Manager informing them of the request for field trip along with teacher contact information. (ECMA Field Trip Coordinator will call Attraction Sites that do not have email).
- 6) Attraction Site Manager contacts Teacher within 5 working days to schedule the Teacher’s Field Trip and to work out specific trip details.
- 7) Attraction Site Manager fills out Scheduled Field Trip Form on Field Trip web site that is sent to ECMA Field Trip Coordinator.
- 8) An email is sent by ECMA Field Trip Coordinator to Teacher and Attraction Site Manager confirming Field Trip.

PRE/POST SURVEY FORM QUESTIONS

- 9) 1 week prior to field trip the ECMA Field Trip Coordinator sends a reminder email to the Teacher and Attraction Site Manager. (ECMA Field Trip Coordinator will call Attraction Sites that do not have email.)
- 10) 1 week prior to the ECMA Field Trip the Attraction Site gives their 5 Pre/Post Survey Questions to the teacher (s). This can be done by email or by referring the teacher to the Attraction Sites Field Trip Page on www.elkhartfieldtrip.org where they can find the survey questions. Teacher can download the questions and print for their use. Students must take the survey BEFORE they take the Field Trip, and AFTER they take the Field Trip.
- 11) ECMA Field Trip Coordinator sends the Pre/Post Survey Report Form (with instructions) to the teacher when the ECMA Field Trip Reminder is emailed 1 week prior to their ECMA Field Trip.

REPORTING SURVEY RESULTS

- 12) Following the ECMA Field Trip the teacher completes the Pre/Post Survey Report and sends to ECMA Field Trip Coordinator at cbonanno@ruthmere.org
- 13) Pre/Post Survey Reports must be successfully filled out and submitted for payments to be mailed to both the Attraction Site (admission stipend) and the school (transportation stipend).

If you have questions please contact Carolyn Bonanno, ECMA Field Trip Coordinator at cbonanno@ruthmere.org or by phone on Wednesdays and Thursdays at 574-264-0330 ext. 102.