

Fortson 4-H Environmental Education

**This is just a suggested timeline to follow when planning for your field study*

Field Study Checklist

As soon as possible

- Sign contract and send back with nonrefundable \$200 deposit

Four Months in Advance

- Make arrangements and host a parent/chaperone meeting
- Mail information letters and permission slips to parents/guardians
- Start any fundraising activities

Two Months in Advance

- Discuss preordering T-shirts for the entire group
- Submit any changes in numbers to avoid incurred charges
- Review class descriptions on the website and choose classes
- Submit class request form and the field study update form to Fortson 4-H Center (*no later than one month in advance*)
- Make transportation arrangements if you haven't already
- Plan school led activities and evening programs
- Reserve necessary facilities and equipment for school led activities

One Month in Advance

- Preorder T-shirts
- Review field study schedule reflecting class choices and times
- Email any requests for changes in schedule to Fortson 4-H Center
- Handout packing checklist and itinerary

One Week in Advance

- Notify Fortson 4-H Center of any changes in numbers or special needs
- Review rules and expectations with students and participating adults
- Have proper school issued checks arranged for field study and T-shirt payments

