

Field Trip Planning Guide



Programs

Choose from a half-day or full-day program.
Our program times are:

Morning: 9 a.m.-11 a.m.

Afternoon: Noon-2 p.m.

We break for lunch from 11 a.m.-noon. If you wish to dine with us on campus, we can accommodate your group in our dining hall at a pre-arranged price. If you decide to bring lunch with you, we can suggest areas to enjoy lunch outdoors.

Our curriculum covers a variety of topics that align with Alabama College and Career Ready Standards for your grade(s). If there are specific topics or vocabulary words you would like us to include, please let us know.



Ebenezer Swamp and Ecological Preserve

Explore your role in the ecosystem and your connection to the watershed.

Potential lessons: wetlands and watersheds, abiotic and biotic factors in an ecosystem, adaptations, food chain, wildlife program, biodiversity, water cycle, spheres, symbiotic relationships, habitats



University Lake

Discuss how humans interact with the environment and test our water quality.

Potential lessons: bio-assessment or chemical testing of water quality, pollution, nature hike, watersheds, wildlife program, soil testing, sensory hike, habitats, food chain, a/biotic factors



UM Main Campus

Want to “green” your school or community? Check out initiatives UM students have implemented and brainstorm community projects.

Potential lessons: sustainability tour of campus, admissions visit



Organic Community Garden

Uncover the mysteries of the plant world.

Potential lessons: photosynthesis, ethnobotany, decomposers, life cycle of a plant, seed dispersal, labyrinth meditation



James Wylie Shepherd Observatory

Half-day only

Potential lessons: make your own constellation, sustainability tour, the size of stars, solar observations*

*dependent on weather

Note: Each location can accommodate 50 students. If you have more than 50 students, two buses will be required. One of the buses will begin at one location and the other bus will begin at the second location.

Example schedule for 80 students:

Time	Bus 1 (40 students)	Location	Time	Bus 2 (40 students)	Location
9-9:30 a.m.	Arrival and welcome	Swamp	9-9:30 a.m.	Arrival and welcome	University Lake
9:30-10:15 a.m.	Activity 1		9:30-10:15 a.m.	Activity 1	
10:15-11 a.m.	Activity 2		10:15-11 a.m.	Activity 2	
11-11:15 a.m.	Load bus and travel to campus		11-11:15 a.m.	Load bus and travel to campus	
11:15-11:45 a.m.	Lunch at UM dining hall	Campus	11:15-11:45 a.m.	Lunch at UM dining hall	Campus
11:45 a.m.-noon	Load bus and travel to second location		11:45 a.m.-noon	Load bus and travel to second location	
Noon-12:30 p.m.	Activity 3	University Lake	Noon-12:30 p.m.	Activity 3	Swamp
12:30-1:20 p.m.	Activity 4		12:30-1:20 p.m.	Activity 4	
1:20-1:30 p.m.	Closing		1:20-1:30 p.m.	Closing	
1:30 p.m.	Load buses and depart		1:30 p.m.	Load buses and depart	

Transportation & Parking

Please plan to arrive at 9 a.m. for your visit, unless otherwise noted. If you are buying lunch with us or visiting more than one location around campus, you will need to have your own form of transportation throughout the day.

*Please read the information for each location you will be visiting. If you have multiple buses (50+ students), please make your bus drivers aware of this information.

Depending on the program package you chose, and how many students you will bring with you, bus and parking information are as follows:

Swamp — The Ebenezer Swamp and Ecological Preserve is located on the corner of County Road 24 and Stage Coach Road. If coming from I-65, take exit 234 and drive toward Smokey Road. Turn right onto Smokey Road and travel down this road for about 1.5 miles. You will turn left on County Road 24 and see the sign for the swamp on the right at around the 0.4-mile mark.

If traveling from Highway 119, you will turn onto County Road 24. The sign for the swamp will be on the left, 0.8 miles down the road.

Parking: We have a grass field that acts as our parking lot at this location. Enter through the first gate on the left of Stage Coach Road, and park along the fence. You will be loading and unloading the bus from this location.

Garden/Lake — The University Lake is located on University Lake Road. The garden is located next to Kermit A. Johnson Field at the intersection of Middle Street and College Drive.

Parking: Please park at the UM Lake and Recreation parking lot. If traveling to the garden, we suggest parking the bus on the grassy area in between the road and the plants.

Observatory — The observatory is located at 1093 Pebble Road, Montevallo, AL 35115.

Parking: Once you have entered through the gate, continue down the gravel road until you see the parking lot on the left. You can park and unload the bus here.



Chaperones & Trail Groups

When you arrive, we will have a welcome meeting and then split into trail groups for hands-on activities and lessons. The University's student docents facilitate the tours, lessons and activities. Chaperones are responsible for escorting trail groups in between stations or to the next activity.

It is preferred that students come already aware of which trail group they are assigned. This allows for quick transition time upon arrival. There should be a maximum of 12 students in a trail group with a minimum of two chaperones assigned to that trail group. The trail group form should be completed and turned in two weeks before your field trip.

Please note: if any child requires medication (inhaler, epi-pen, Benadryl, etc.), individual school policies are to be followed. We will not administer medications to students. We ask that if there are emergency medications (inhaler or epi-pens), the adult carrying these medications must stay in that student's trail group at ALL TIMES.

Chaperone roles include:

- Act as a good role model and encourage student participation.
- If a student has a major mood swing, it could be due to dehydration. Please help us by making sure students drink water during water breaks and lunch time!
- Students should remain under chaperone supervision. If a student has to use the restroom, one adult should travel with the child, and the other adult should stay with the group.



Pricing & Payment

2023-2024 Pricing

Half-day (one location): \$7/student, adults free

Full-day (up to two locations): \$10/student, adults free

Classroom visit: \$225 for one class period (one hour in length), \$50/hour for any additional classes or hours

Lunch from UM dining hall: price available upon request

The University of Montevallo will send an invoice for your program one week before your trip based on your final numbers and pre-trip questionnaire form.



Important Forms

A list of forms we will need completed prior your field trip can be found below. Forms are available online at montevallo.edu/eepgrams.

- Pre-trip Questionnaire
- Registration Form
- Trail Group Form
- Liability/Photo Release Waiver — for all participants (students and adults/teachers)
- Evaluation and Feedback Form

What to Bring

For Lead Teacher:

- Liability/Photo Release Forms
- Trail Group List

For Everyone:

- Hiking shoes that can get dirty or wet
- Water shoes or change of shoes if participating in macro-invertebrate testing
- Bug spray
- Sunscreen
- Day pack
- Rain layer/warm layer
- Notebook and pencil
- Water bottle
- Sack lunch (if applicable)
- Smiles

Individuals needing disability-related accommodations during any camps, classes, field trips or workshops should contact the host department or Disability Support Services at 205-665-6250 or dss@montevallo.edu at least one week prior. Efforts will be made to accommodate all access requests regardless of timing, but the University cannot guarantee that requests made with less than one week's notice can be met.

