

# Guidelines for Self-Guided Field Trips

***Please read the following guidelines and sign on page 2.***

- All field trips MUST be scheduled in advance by contacting Jenny Houghton at [jhoughton@adkinsarboretum.org](mailto:jhoughton@adkinsarboretum.org).
- A maximum of 50 students at a time may participate in self-guided field trips. Per Maryland law, one teacher/chaperone is required for every eight students. Teachers and chaperones are responsible for supervising students; students should never be left unattended.
- The self-guided field trip fee is \$5 per person (includes children and adults ages 3 and above.) Please bring payment and a signed copy of these guidelines to the front desk upon arrival. Payment should be in the form of a single check made out to Adkins Arboretum.
- Please rinse nets and buckets in the wetland after use and return them to the wetland boardwalk bin. The bin should be padlocked upon departure.
- All Arboretum supply bins should be returned to the front desk upon departure. It is the financial responsibility of participating schools to replace damaged or missing equipment/supplies.



- A picnic lunch may be eaten in the pavilion or at the woodland picnic tables. As much as possible, students should pack waste-free lunches. Trash and recycling bins are each location; please leave your picnic area as clean or cleaner than when you found it.
- Buses may wait in the parking lot. Drivers are welcome to enjoy the Arboretum's Visitor's Center and grounds free of charge. For the sake of the environment, our parking lot is an idle-free zone.
- Adkins Arboretum is a natural setting: ticks and other insects live here. Students may wish to use bug spray prior to their visit. They should not apply bug spray to their hands if they are participating in a wetland program; this will harm our aquatic organisms. Hats, sunscreen, and water bottles are also a good idea.
- Should questions arise during your visit, contact the front desk at 410-634-2847, ext. 0.

**I have read and agree to abide by the policies and procedures for self-guided field trips at Adkins Arboretum.**

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*signature*

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*printed first and last name*

