

IDNR Division of Education

Guidelines for Hosting

Field Trip Packs

Basic Instructions for Host Site

1. Promote the availability of the *Field Trip Packs*.
2. Schedule loans for the pack and keep records of the loans.
3. Inventory the pack after each loan. Attempt to recover any missing items.
4. Report missing or broken items to the Illinois Department of Natural Resources' (IDNR) Division of Education.
5. Report pack usage to the IDNR Division of Education regularly. See item 3 below for details.

Frequently Asked Questions

1. *Can I charge a fee each time someone borrows a Field Trip Pack?*

You cannot charge a fee for the use of the pack. You may charge a refundable deposit to encourage the return of the pack on time. You are not required to do so, however.

2. *The Field Trip Pack was returned, but some of the contents are missing. What should I do?*

The IDNR Division of Education is responsible for replacing missing or broken items. Items do get broken when they are used, and we want teachers and students to use them. Please inventory the pack each time it is returned from a loan, and if anything is missing, contact the person who borrowed the pack. Sometimes people just forget to put items back. If the educator looks for the item and can't find it, then contact the IDNR Division of Education as soon as you can, and the item(s) will be replaced. However, if the item is a paper-based resource (except books and posters), you can download and print it from the following Web page. We have also added host-specific information on this Web page, such as the promotional page, loan pages and host instructions, for you. <https://dnr.illinois.gov/education/trunkdownloadmain.html>

3. *What records do I keep about the loans of the pack?*

You need to record the following information for each pack loan: number of days borrowed; type of borrower (teacher, youth group leader, home schooling educator, librarian, family, etc.); total number of adults and children using the pack; and any problems with the pack. The information should be reported to the IDNR Division of Education regularly. We ask that you enter the data into the online survey page. The

Web address is sent to you each year in June or July. The Web address to use is <https://dnr.illinois.gov/education/trunks-data-entry-form.html>

4. *Can I use the pack with my own programs?*

Yes! Please remember that you must keep records for your use of the pack just like you would for anyone else.

5. *Can you provide me with promotional items for the pack?*

Promotional information may be downloaded (see Web address below) and distributed for you to make educators aware of the pack. The IDNR Division of Education also promotes the packs through numerous venues, including a Web page. <https://dnr.illinois.gov/education/trunkdownloadmain.html>

6. *Do I need to deliver the pack to people who want to borrow it?*

No. Educators must come to you to pick up and return the pack.

7. *What if someone wants to borrow only an item or two from the pack?*

Please do not loan components of the pack separately from the entire pack.

8. *What if the batteries in the Bird Song Identifier need to be replaced?*

There are three extra batteries in the pack. When they are used up, please notify the IDNR Division of Education for replacements. If you find that the spare batteries are disappearing regularly from the pack, please keep them with this folder instead of in the pack.

9. *Can we put a bar code on the pack?*

Yes.

10. *Who can I contact if I have a problem with or question about the pack?*

Please do not hesitate to contact the IDNR Division of Education. See the information below.

We truly appreciate your efforts in hosting a *Field Trip Pack*!



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