

Summary Overview of CIF-Cariboo Section's Prince George "Walk in the Woods Tours"

2017 Event Used as an Example

Anna Monetta, Tour Coordinator

The CIF-Cariboo Section has conducted Grades 2-7 student and public events on their Willow River Demonstration Forest Interpretive Trail, Prince George, BC for several years. The 2017 NFW event consisted of school field trips from Monday through Friday involving Prince George Grade 2-7 classes with Saturday dedicated to public tours. The school tours target Grades 2-7, as younger children have trouble walking the entire 2 km trail.

The focus of this summary example is on the Grade 2-7 student field trip portion.

Event planning begins in April with the development of a Task List (see proposed 2018 list below as an example), including contacting Teachers and volunteer guides. Deadline for class registration is late June. Preparation occurs throughout the summer with final tasks conducted in early September. The reason for contacting teachers in May/June is there is not enough time for them to organize their classes for this field trip at the start of the new school year.

A bus/field trip schedule is developed for each day. One or two classes are scheduled for one of three time slots depending upon the class size. The school pick-up being at 8:40am, 10:00am or 11:25am and returned to school by 11:50am, 1:10pm or 2:35pm, respectively. The actual time on the field trip is ~80 minutes.

Teachers are sent a power point presentation the week before the field trip which shows highlights of the trail, contains forestry facts and links to online forestry resources. French Immersion teachers are given a French version. Feedback from teachers indicates they utilize this presentation prior to the field trip as support for the school curriculum.

The nature of the field trip stops are dependent upon the expertise of the volunteers and include information displayed at each stop along the trail. The CIF interpretive trail has 22 stops, with interpretive signs at each stop, containing information about such topics as forest management, forest health, ecology etc. A spruce seedling and CIF items are handed out to each student, with planting instructions.

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FOREST EVENT TASK LIST FOR 2018

TASK	CONTACT	TIMELINE	NOTES
Compile principal distribution list	BC Ministry of Education website	April	Add BC Teachers Federation local representative.
Compile e-mail list of possible tour guides		April	UBC alumni list; ABCFP Start contacting potential guides late spring/summer
Compile e-mail distribution list for wait listed teachers from previous year (if any)		May	
Send early e-mail to wait listed teachers		May	
Reserve busses for school and public tours		May	
Send email announcement with attachment to Principals and BCTF		Late May	They will forward notice to teachers. Deadline for teacher response is late June.
Post on homeschooler Facebook page		Late May	
Order CIF items for kids' "goodie bags"		May	
Compile distribution e-mail list and excel spreadsheet for 2018 interested teachers		On-going	
Send e-mail to all teachers who responded and attach class information form		Late June	
Arrange advertising in local paper for public tour		June	
Update power points in English and French, if needed		June-August	

TASK	CONTACT	TIMELINE	NOTES
Line up seedlings for “goodie bags”	Local forest nursery	June	
Print and deliver 11” x 17” NFW posters and distribute to local businesses etc.		Early Sept	
Draft school and public tour bus schedules		July	
Send Increment article calling for tour guides	Email to ABCFP	July; confirm August 10th	To be included in 2 in August editions and one in September edition
Update feedback forms		June/July/Aug	Guides, teachers, public
Finalize newspaper ads		August	Ask reporters to be notified for articles on school and public tours
Get final teacher info sheets; final list and wait list	All teachers	By mid-Sept	Compile teachers who will be on the tour and wait list and e-mail teachers.
Compile list of guides		Mid Sept.	Assign dates/times
FOI/permission slips	School board contact		
Final bus schedules		Mid Sept	
E-mails to each teacher		Mid Sept	Detailed instructions on pick-up times, rules on-site
Pick up seedlings		Friday before NFW	
Run newspaper ads for public tour		Mid Sept	
Post public tour on Facebook and websites		After newspaper ads	
Finalize public tour list		mid Sept	
Buy coffee cards		Sept	For volunteer guides
Submit thank-you article for sponsors and tour guides	Local paper	Early Oct	
Submit final report	CIF executive Cariboo Section and CIF coalition	October	