

Campus Visit Planning Checklist

Transportation

Teacher:

- ☐ Arrange transportation (bus, vans, carpool)
- ☐ Confirm arrival and departure times
- ☐ Share driver contact information

Scientist/UW Partner:

- ☐ Provide clear drop-off and pick-up locations
 - ☐ Share campus directions and map
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Parking & Arrival

Teacher:

- ☐ Communicate arrival plan with drivers and chaperones

Scientist/UW Partner:

- ☐ Arrange parking for buses and chaperones
 - ☐ Identify meeting location
 - ☐ Be available or assign contact for arrival
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Schedule & Timing

Teacher:

- ☐ Review schedule for fit with student needs

Scientist/UW Partner:

- ☐ Develop and share visit schedule
- ☐ Build in transition and break time

Both:

- ☐ Confirm final schedule
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Supervision

Teacher:

- ☐ Maintain responsibility for student supervision
- ☐ Bring appropriate number of chaperones

Scientist/UW Partner:

- ☐ Clarify role (support vs. supervision)
- ☐ Avoid one-on-one situations

Both:

- ☐ Confirm supervision roles and ratios
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Group Size & Structure

Teacher:

- ☐ Confirm number of students and chaperones

Scientist/UW Partner:

- ☐ Plan for group size (splitting into smaller groups if needed)

Both:

- ☐ Assign groups and leaders if needed
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Accessibility & Student Needs

Teacher:

- ☐ Share any student needs

Scientist/UW Partner:

- ☐ Ensure spaces and activities are accessible
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Food & Breaks

Teacher:

- ☐ Plan for meals/snacks
- ☐ Share allergy information if needed

Scientist/UW Partner:

- ☐ Identify eating space and water access
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Safety & Expectations

Teacher:

- ☐ Review behavior expectations with students

Scientist/UW Partner:

- ☐ Share any lab or site-specific safety guidelines

Both:

- ☐ Exchange emergency contact information
 - ☐ Discuss plan for unexpected situations
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Materials & Preparation

Teacher:

- ☐ Prepare students (background, expectations)
- ☐ Bring needed materials

Scientist/UW Partner:

- ☐ Prepare materials and activities
 - ☐ Share any pre-visit information
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Communication

Both:

- ☐ Confirm day-of communication plan
- ☐ Share primary contact information