

Registrar
Office of Education and Public Engagement

COM / EPO / EPOG
P.O. Box 500, MS 777
Kirk Road and Pine Street
Batavia, Illinois 60510-5011 USA
Office: 630.840.8258
edreg@fnal.gov

Dear Chaperones:

Thank you for your willingness to join the trip to Fermilab! You play an extremely important role in the success of the students' experience. Fermilab Education Facilitators will lead group activities, and we rely on you to help students behave appropriately and ensure their safety. Once you arrive at Fermilab, an Education Facilitator will meet your group and give you more specific information about the activities and schedule. **Chaperones and group leaders are responsible for the safety and behavior of their group during the visit.**

Important Reminders:

- Always remain with your assigned group.
 - Help keep the group together, particularly when moving between activities or sites.
 - Model engaged learning by only using your cell phone in case of emergency.
 - Encourage student participation and explore along with them.
 - Assist students with activities but don't tell/give them the answers.
 - Monitor behavior and correct any inappropriate behavior.
 - Oversee and assist with lunch, **especially clean up.**
 - Supervise group during bathroom breaks.
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- Failure to adequately supervise your group may result in your group being asked to leave.
 - Students are not allowed electronic devices during the visit. If a group photo is requested, we ask that you assist in organizing the students.

As a U.S. National Laboratory, Fermilab maintains a professional and respectful environment. Remind students to be considerate of other groups and employees at the lab. Have fun and enjoy your visit!

Thank you,
Fermilab Office of Education and Public Engagement (EPE)

Chaperone's Name: _____ Teacher's Name: _____

Field trip scheduled ending time: _____ Teacher's Phone Number: _____