

Preparing for a Visit to the Poetry Center

Please share the details of this document with students, parents, teachers and anyone who may need this information.

Pre-trip checklist

- Have students bring a writing notebook and a pencil.
- Have students wearing nametags **before arrival to the Center**.
- Group your students in pairs and have some system for helping them remember who their partner is.
- Leave large bags, packages, backpacks, umbrellas or similar items in your classroom or on the bus or van.
- Bring a camera to document your students' experiences.
- If you plan to arrive by bus, please notify Danielle Cooney at dcooney@catworks.arizona.edu as soon as you book your trip so that parking can be reserved for you.
- Classroom teachers and chaperones are responsible for the behavior of their groups. Please discuss with your students what your expectations are.
- Should you need to cancel your trip, we request 24 hours notice.

What to expect the day of your field trip

A field trip to the Poetry Center lasts an hour and a half and includes a 20-30 minute tour of the Poetry Center, with a self-guided component, and a story time and/or writing workshop. Teachers work with staff to determine the story time and writing workshop components that will work best for a particular group. Poetry Center field trips are led by a combination of volunteer docents, University of Arizona students, and Poetry Center staff.

Before getting started, a volunteer docent will direct your group to the public restrooms and drinking fountains, help you stow sack lunches (if applicable), and get name tags for all members of the group (if necessary). *You can save time by having your group already wearing name tags and bringing only the materials needed for the trip, i.e. a writing notebook.*

During the tour portion of the field trip, students will be given time to explore the first floor of the library in small groups using a self-guided activity. Students are welcome to look at the art work on the walls and in display cases during this time. Students are also welcome to look at, touch, and browse the books. ***We ask that visitors refrain from touching the artwork, use indoor voices, and walk.***

Post-trip check list

- Complete an evaluation of your trip. You will receive an email from Center staff with a surveymonkey link.
- Extend student learning with the follow-up writing prompts and activities provided to you via email.
- Share your experiences with your colleagues, friends, and families. Our program grows by your positive recommendations.