Thank you for planning a guided field trip to The Morton Arboretum. For optimal learning and safety, we plan for groups of **20 students or less**, led by our Education Program Guide(s).

Please use the template below to help you plan your groups.

* You can find the # of guides scheduled for your guided program, listed on the school confirmation sheet. (You should have received a copy of this with your invoice, both electronically, and in the mail.).
  + Please note: if you are scheduled for a lab program- you will receive a separate email indicating how you should divide your groups to organize your field trip.
  + The number of guides assigned is listed in the middle of the confirmation page, just below the end time for your program.
  + Please note: The number of guides scheduled for your program is based on the program type you are scheduled for and the number of students you have indicated on your registration form. For questions, contact Megan Kuhl-Horbin, Coordinator of School Programs ([mkuhl-horbin@mortonarb.org](mailto:mkuhl-horbin@mortonarb.org))
* Please add or delete columns from this template to fit with the number of guides scheduled on your program to ensure you are grouped correctly, prior to your arrival. This document is a template and should be edited to fit your group size and program selection.

|  |  |  |
| --- | --- | --- |
| Group # \_\_\_\_\_\_ | Group # \_\_\_\_\_\_ | Group # \_\_\_\_\_\_ |
| Chaperone: | Chaperone: | Chaperone: |
| Chaperone: | Chaperone: | Chaperone: |
| Chaperone: | Chaperone: | Chaperone: |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5.. | 5. |
| 6. | 6. | 6. |
| 7. | 7. | 7. |
| 8. | 8. | 8. |
| 9. | 9. | 9. |
| 10. | 10. | 10. |
| 11. | 11. | 11. |
| 12. | 12.. | 12.. |
| 13. | 13. | 13. |
| 14. | 14. | 14. |
| 15. | 15. | 15. |
| 16. | 16. | 16. |
| 17. | 17. | 17. |
| 18. | 18. | 18. |
| 19. | 19. | 19. |
| 20. | 20. | 20. |