**Wheels to Woods REPORT FORM**

 

Complete this form after your trip has taken place

*Please answer ALL questions*

|  |  |
| --- | --- |
| **Date of Report** | **Date of Field Trip** |
| **School Name** | **Teacher Name** |
| **Make Check Payable to:**  | **Send Check to this Address:***(Street, City, State, Zip)* |
| **How many students participated?** | **How many teachers participated?** | **How many chaperones participated?** | **How many buses were used?** |
| **What were the actual transportation costs?***(Please include INVOICE of the actual costs)* | **Additional Costs:** *(food, fees, etc.)* | **Hours spent outside during field trip:** |
| **What did students say was the best part of the field trip?** |
| **Did the trip support state or national standards for your class?** [ ]  Yes [ ]  No  |
| **Did a natural resource professional end up participating?** [ ]  Yes [ ]  No *(ex: forester, wildlife biologist, park interpreter, etc.)*  |
| **If yes,** how did their participation add value to the trip? |
| **What did students learn about forest ecosystems?** |
| **What did students learn about forest management?** |
| **What did students learn about forest products (pencils, paper, desks, baseball bats, buildings, etc.)?** |
| **What did the students learn about forests providing clean drinking water?** |
| **What did the students learn about forests providing beautiful places for recreation?** |
| **What did the students learn about forests providing wildlife habitat for insects, birds, mammals, fish, and other forms of life?** |
| **Do you have any photos, stories, or quotes that you can share with the Michigan Tree Farm Committee?** **If yes**, please send to admin@wheelstowoods.org as attachments. Great photos are appreciated and help us obtain more funding for Wheels to Woods!*Note: Photos may be used for Wheels to Woods promotional materials and shared online at* [*www.Facebook.com/MichiganTreeFarmSystem*](http://www.Facebook.com/MichiganTreeFarmSystem/)*.*  |

**Thank you for completing the Wheels to Woods Report Form!**

Please email this **Report Form** *(word document or pdf),* **Invoice, and available photos**to:

admin@wheelstowoods.org.

*Thank you for taking your students out to the forest!*

**What’s Next?**

* Once your report form and invoice have been received and reviewed, a reimbursement check will be mailed out to the address requested at the top of this form.
* Please help us in spreading the word about Wheels to Woods!

*Questions? Email the current Huron Pines AmeriCorps W2W administer at* *admin@wheelstowoods.org*

*or program lead Mike Smalligan at* *smalliganm@michigan.gov*

*Wheels to Woods is a partnership of the Department of Natural Resources, Huron Pines AmeriCorps, the Michigan Tree Farm Committee, and the Michigan Forest Products Council.*

********