**Wheels to Woods REPORT FORM**

A yellow school bus

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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](mailto: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](mailto: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*](mailto:admin@wheelstowoods.org)

*or program lead Mike Smalligan at* [*smalliganm@michigan.gov*](mailto: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.*

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