

## Program Instructions

Thank you for choosing a Wesselman Nature Society program for a truly unique experiential education experience! To ensure that your students have the best possible program experience, please take the following recommendations under consideration as you plan your visit. Feel free to call or email with any concerns.

Lauren Preske,  
Director of Education  
[lpreske@wesselmannaturesociety.org](mailto:lpreske@wesselmannaturesociety.org)  
(812) 479-0771 ext. 102

### AFTER REGISTERING FOR YOUR PROGRAM

#### ❖ Preparing your students for their program:

- **Traveling Trunks** - You might also consider checking out one of our free, themed *Traveling Trunks* before or after your visit to supplement your program. They contain packaged lessons, supplies, books, videos, activities and games, crafts, posters, bulletin board displays, and puppets to use in the classroom. These can be checked out for two weeks at a time free of charge. We only require a \$25 security deposit, which you get back upon satisfactory return of the trunk and its contents. Reservations are first come first served, so we recommend you reserve these trunks early to secure your preferred dates of use. The following trunk themes are available: **Butterflies & Moths, Eggs & Nests, Nature Detectives, Arachnids & their Kin, Water Quality, Insects, Raptors Rule!, Geology Rocks!, All About Birds, and Wetlands.**
- **Teacher Guides** - While you are on the website, download the *Teacher Guide* containing supplemental lessons and a survey for your chosen program. We recommend using the lessons in your classroom before and after your visit to maximize the benefits of your visit. (*Not available yet, but coming soon!*)
- **Student survey** - We request that you ask your students a survey question (that we have provided in the email with your confirmation form) both before and after the program. Please keep a tally of the number of correct and total answers, as we will ask for this data on a program evaluation form after your program. We will use these results to evaluate the effectiveness of our program, and report to our program grantors and supporters.

## PREPARING FOR YOUR VISIT

- ❖ **Payment** - The \$20 deposit due at the time of registration is non-refundable. Full payment is due on or before the day of your program. We recommend full payment before the day of your program to expedite your check-in upon arrival. You can submit payment in the form of cash or check, or provide a purchase order number from your organization. An official invoice will be provided showing your program fee, deposit paid, and balances due on the day of your program, and a handwritten receipt will be provided for payments made that day.

- ❖ **Location** - Please be sure to note the correct location and meeting place for your program. A map and directions to our properties follow on the last page of this confirmation, or you can call to get directions. WWNP is located at 551 N. Boeke Rd., Evansville. Howell Wetlands is located at 1400 S. Tekoppel Ave.



- ❖ **Properties and facilities** - The Nature Center at Wesselman Woods Nature Preserve and the Conservation Station at Howell Wetlands offer shelter from the elements, restrooms, and drinking fountains. Our properties are adjacent to city parks (Wesselman Park and Howell Park) with additional restrooms, picnic shelters, and playgrounds (note: bathrooms at Howell Wetlands and Park will be closed for the winter from November 1 – April 1). Both city parks are adjacent to and within a short walk of the preserve and wetlands. Participants may choose to go to the park before or after their program to extend their visit, eat lunch, and play.

If you would like to have lunch during your visit, most school cafeterias will pack sack lunches for your students given 3 days advance notice. Neither Wesselman Woods Nature Preserve nor Howell Wetlands have picnic tables in shelters for picnicking, but do have grassy areas or benches that would provide ample seating. Please confirm these will be available before planning to use them. The adjacent city parks do have picnic tables in shelters. The Wesselman Park shelters require reservation and a fee through the City of Evansville Parks Department (435-6141). Howell Park shelters are free and open to the public on a first come, first served basis.

- ❖ **Chaperones** - We ask that you make every attempt to bring one adult chaperone for every ten participants. We often split groups into smaller, more manageable groups for hikes and projects, and an adult chaperone must be with each group. If getting enough adult chaperones becomes a problem, please let us know in advance so that we may plan activities accordingly. Please inform chaperones that they are needed to help organize and monitor children during a program to keep the students attentive for the best educational experience, and that talking amongst themselves or on a cell phone is disruptive to the group, instructors, and guides.

- ❖ **Group Divisions** – Please have your group ready to be broken down into smaller groups of 10 to 15. **Color coding is strongly recommended.** All group sizes get

divided into 2 groups. Then those two groups get divided into smaller groups, depending on the size and number of activities planned in the program. (Example: Group size 60. Divided into two groups of 30. One group of 30 divided again into 2 to 3 groups for a hike. Other group of 30 divided into 2 to 3 groups for activity stations. This would equal 6 different colored groups). This method allows for the program to be run more efficiently.

❖ **Weather -**

- Please dress participants appropriately to be outdoors. Closed-toe shoes and casual clothes are recommended. We strongly advise that participants bring warm jackets or rain gear when needed. When the weather turns hot, we strongly advise the children bring hats (for shade) and apply bug repellent. When the weather is cold, the children will be much more comfortable and attentive if they wear coats, hats and gloves.
- All of our programs will take place rain or shine, unless severe weather occurs. Light or intermittent showers are not necessarily cause for cancellation, but lightening, high winds, or consistent rain may be. We can usually substitute indoor activities for outdoor activities if necessary.
- If adverse weather seems likely during your scheduled program time, we will call to consult with the lead teacher one hour in advance to determine if cancellation is necessary. We recommend that you provide us with a cell phone number to use if your group will be leaving school too early for us to do so through the school office, and make sure you have it on to receive calls that morning. You can also call our offices (479-0771) to confirm your program, but we may not answer prior to opening at 9 a.m. or if we are meeting you at another location. If unable to reach a staff member, please leave a message and we will call you back as soon as possible. Be assured that the lead naturalist for the program will contact you if there is a weather concern. Otherwise, we will be awaiting your arrival.



- ❖ **First Aid** – Teachers are responsible for administering any first aid. Wesselman Nature Society does have band-aids, hand sanitizer, Sting-Ez, and insect repellent available. Please notify the Wesselman Nature Society staff of any allergies (including peanut butter) that any student may have.

## AFTER YOUR VISIT

- ❖ **Evaluate the program** - We request that all teachers complete an evaluation of the program to help us serve teachers and students better. An evaluation form should have been provided to you the day of the program or can be downloaded from our website at [www.wesselmannaturesociety.org](http://www.wesselmannaturesociety.org).
- ❖ **Reinforce lessons learned** - Remember that you can utilize several supplemental resources to launch further discussion and learning after your program, including the

*Teacher Guides (Not available yet, but coming soon!), the Traveling Trunks, and the journals that the students recorded their observations during the program.*

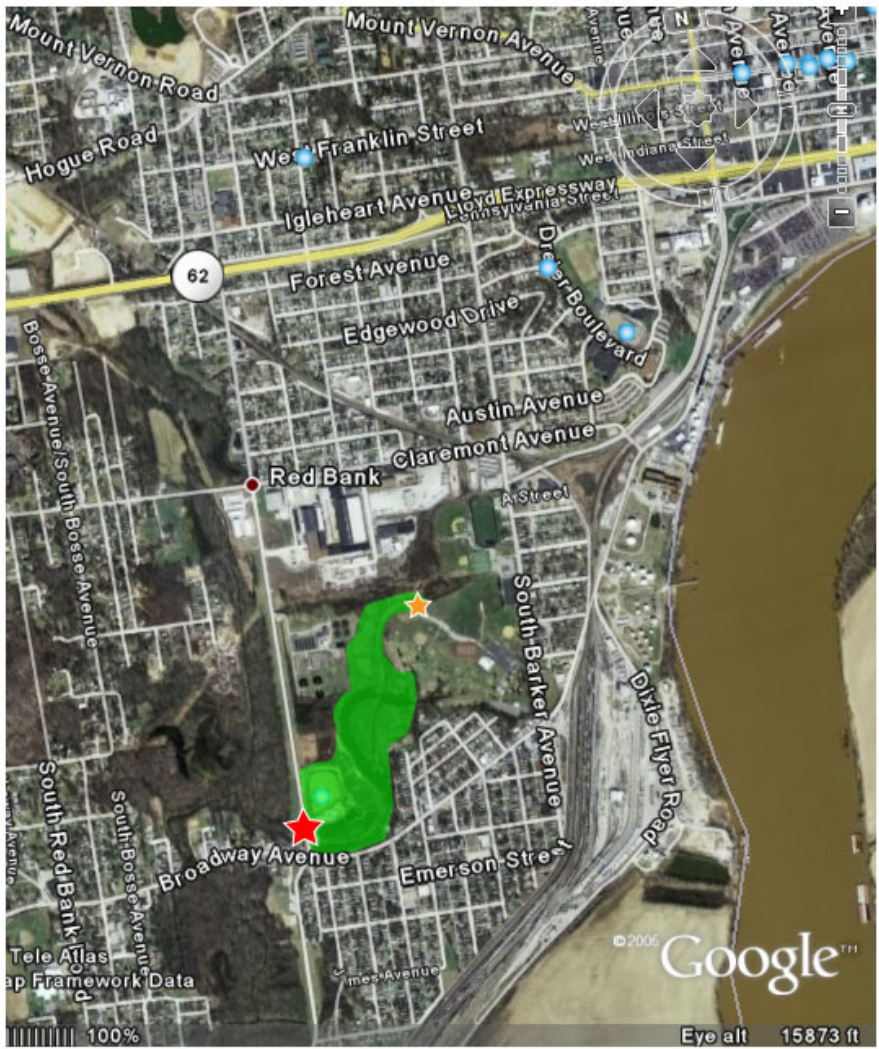
- ❖ **Student survey** – Please administer the survey question to your students once again after their visit. Please keep a tally of the number of correct and total answers, and provide this data on the program evaluation form that you will be mailing back to us. We appreciate getting this data, as it helps us to evaluate the effectiveness of our program and report to our grantors and supporters.

**THANK YOU!**

Thank you for coming to Wesselman Nature Society to meet your nature, wildlife, and environmental education needs. We hope you enjoyed your experience with us. We look forward to hearing from you again next season!

*(Map and directions to WNS properties follow on next page)*

Wesselman Nature Society  
[www.WesselmanNatureSociety.org](http://www.WesselmanNatureSociety.org)  
551 N. Boeke Rd. Evansville, IN 47711    (812) 479-0771    FAX (812) 479-7573



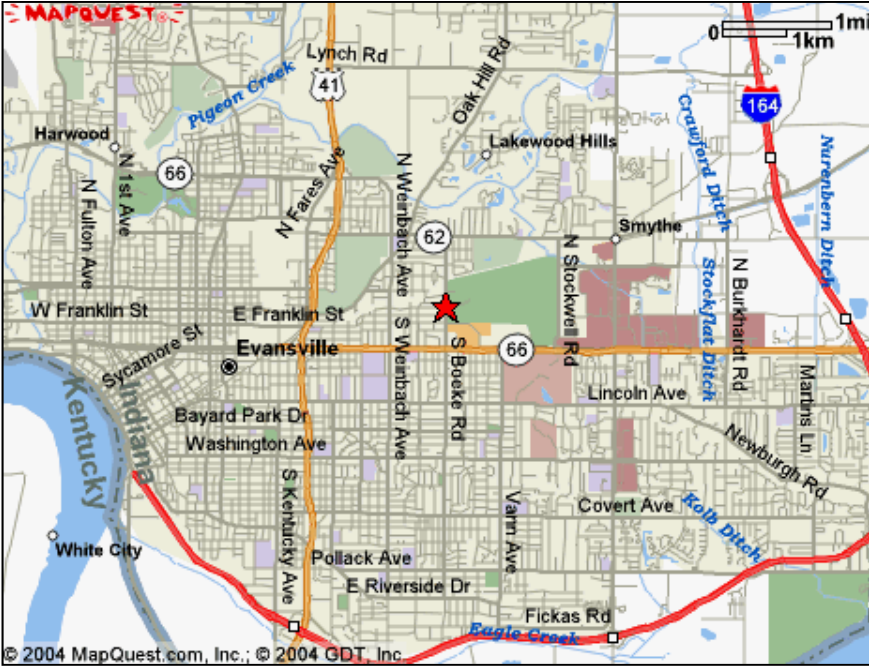
**Howell Wetlands is located at 1400 S. Tekoppel on the west side of Evansville, IN.**

From **westbound** on SR66/ SR62/Lloyd Expressway take the Tekoppel exit off the Lloyd Expressway. Head south on Tekoppel for approximately 2 miles. Before you come to Broadway Ave. the Wetlands sign is on your left. Turn left into Howell Wetlands.

From **eastbound** on SR62/ Lloyd Expressway, take the Barker exit. Head South on Barker to Broadway Ave. Turn right on Broadway then Right on Tekoppel. Drive approximately 100 feet and turn right into Howell Wetlands.

Handicap and regular parking is available in lots adjacent to the trails and amphitheater.

- ★ **Parking and Main Entrance to Howell Wetlands**
- ★ **Additional Parking and Entrance through Howell Park**



**Wesselman Woods Nature Preserve is located at 551 N. Boeke Rd. in the heart of Evansville, Indiana.**

Once in Evansville you can reach Wesselman Woods Nature Preserve easily via SR66/Lloyd Expressway. From either the east or west take the Boeke Rd. exit off the Lloyd Expressway. Head north on Boeke Rd. for approximately half a mile. Turn right into Wesselman Park. Follow the Park road as it veers right and continue until you see the Nature Preserve entrance sign. Handicap and regular parking is available in two lots adjacent to the Nature Center building.