



First Green Planning Checklist

- Step 1 – Register your interest to host on www.thefirstgreen.org
- Step 2 – Connect with a school/youth group (**3 – 6 months in advance.**)

Reach out to school/youth club at least 3 - 6 months in advance if you do not already have a connection. Remember, the school will need to work this into their schedules. Need help? Check out the [Connecting with Local Schools](#) page found on the website.
- Step 3 – Plan your field trip! **8 weeks prior to the field trip:**
 1. Gain the appropriate approval to host a field trip at your golf course. The First Green website has resources to help.
 2. Assemble your team – who will help you with the field trip? Remember each station will need someone to lead the learning. We recommend at least 3 stations per field trip, plus a fun activity – like putting. Helpers could include:
 - a. Your assistants, golf pro, other individuals at your course.
 - b. Your Chapter – reach out to your fellow chapter members to volunteer. This not only helps you but spreads the First Green message to your colleagues.
 - c. Allied groups – Do you have a local Audubon chapter that could lead a bird watching station?
 3. Brainstorm ideas for your field trip stations. You can use the [lesson plans](#) found on the First Green website or create your own. Be ready to share these ideas with the teacher and your golf course team.
 4. Gather any needed equipment/supplies for each station. See the lesson plans for needed items. Give GCSAA a call if you need help. 800-472-7878.
 5. Paperwork/Budgeting
 - a. Make sure the teacher has **Photo Permission slips** on file for the students. If they do not you can have them use First Green’s form. It is on the website.
 - b. Budget appropriately for your field trip. Snacks, water, etc.,
 - c. Transportation – some school districts are tight on funds and a hurdle could be getting the students to and from the golf course. Please know that GCSAA, or your chapter might be able to assist you with a transportation grant.
- Step 4 – [Register Your Field Trip](#) on the First Green website. At least one month is advance.



- Step 5 – Fill out the [Post Field Trip Report](#) on the website. GCSAA collects your valuable feedback to make the program better and will grant service points to any GCSAA members who assisted you. The host will also receive service points.