



Virtual Field Trip Teacher Checklist

Thank you for reserving a virtual field trip at the Sugar Museum! Please use the checklist below to guide you through the process from requesting to picking up your kit(s).

All forms can be found at www.sugarmuseum.com/outreach/#virtualeducationprogram

1. Fill out and submit the online Lending Kit Request form at <https://sugarmuseum.com/virtual-education-program>. We will send you an email confirmation once your form has been received. Remember to include the names and email addresses of all attending teachers, including yourself. This is important and helps us prepare kits accurately.

Date request form submitted: _____

Kit(s) Pick up Date/Time : _____ Date of confirmation: _____

2. Print out Lending Kit Contract from our website. Please **BRING** this form with you when picking up kit(s).

3. Have students write Thank You letters to Alexander and Baldwin for their generosity in providing funding for this program. Letters may be given to us to be mailed or sent directly to:

Alexander and Baldwin
Attn: Meredith J. Ching, Senior Vice President
PO Box 3440
Honolulu, HI 96801-3440

We are here to help you! Call 871-8058, and ask for Liane or Holly. You can also email education@sugarmuseum.com