



## Alexander & Baldwin Sugar Museum 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 of checking out a lending kit. All forms can be found at <https://sugarmuseum.com/virtual-education-program/>.

1. Fill out and submit the online [Lending Kit Request Form](#). You will receive an email confirmation once we receive your form. Remember to include the names and email addresses of all attending teachers, including yourself. This is important because it helps us prepare kits with an accurate count of supplies.

Date request form submitted: \_\_\_\_\_

Kit(s) Confirmed pick up date/time : \_\_\_\_\_

2. Print out [Lending Kit Contract](#) from our website. Please **BRING THIS FORM** with you when picking up kit(s).

Date Contract printed out: \_\_\_\_\_

3. Ask your 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**

Date thank you letters mailed out: \_\_\_\_\_

We are here to help you! If you have any questions or concerns, please call 871-8058, and ask for Liane or Holly. You can also email [education@sugarmuseum.com](mailto:education@sugarmuseum.com). Thank you!