

**Alaska Native Heritage Center School Visit Program
Checklist for Teachers**

- _____ 1. Confirm your reservation with Marva Stevens at Community Resources. 742.4147 or [Stevens Marva@asdk12.org](mailto:Stevens.Marva@asdk12.org)
(Not applicable to non-ASD schools).
- _____ 2. For private schools, organizations and organizations outside of Anchorage, please contact the Alaska Native Heritage Center at 330.8000 or 800.315.6608.
- _____ 3. Review your teacher's packet before your visit. This includes the *Letter to Teachers*, *Letter to Chaperones*, *Cultural Descriptions of Alaska's Native People*, and *teacher checklist*.
- _____ 4. Make sure you have each of your student's permission slip signed and returned.
- _____ 6. Have money/check to pay at the ticketing office when you arrive at ANHC. Make sure checks are payable to **Alaska Native Heritage Center**.
- _____ 7. Have your students dress for an **outdoor tour** of the village sites.
- _____ 8. Schedule one chaperone for each group of 10 students (winter), or 5 students (summer) and remind them that their role is to help you supervise the students.
- _____ 9. Only school-age children may come on school visits. No siblings please.
- _____ 10. Please help your students to clean up thoroughly after themselves.