

# Field Trip Checklist

Field trip

Adults

Location

Date

Time

## Six Weeks Prior to Field Trip Day

- Obtain permission from the district or school, having provided the field trip's purpose, destination, and plan.
- Request transportation (usually from the office).

## Two Weeks Prior to Field Trip Day

- Notify the cafeteria regarding lunches needed, whether purchased or provided.
- Remind the administrator about the field trip.
- Send a letter home, notifying parents and inviting chaperones.
- Connect the field trip to the theme or unit being discussed.

## Three Days Prior to Field Trip Day

- Obtain consent forms, including parent release and emergency information.
- Prepare name tags.
- Discuss the field trip with students, including safety issues and procedures.
- Confirm reservations, restroom locations, emergency facilities, where to eat lunch, etc.

## Field Trip Day

- Finalize student count.
- Distribute name tags.
- Leave the list of students going on the field trip, consent forms, and site information at the office.
- Bring parent and emergency contact information with you.
- Have students use the restroom before departure.
- Assign field trip buddies.
- Review field trip procedures, including times, restroom information, and safety issues.
- Take a head count periodically.

## Follow-Up

- Write a story or thank-you letter about the field trip, sequencing the trip, relating it to the theme or unit, and comparing and contrasting what was experienced. Do a creative project related to the field trip, such as drawing a picture, creating a class mural, or creating an iMovie or a slideshow.

