

FIELD TRIP PLANNING TIMELINE AND TIPS

4-6 months in advance

- Contact program provider (organization offering the field trip) to schedule dates for your field trips. Some providers may be able to accommodate your trip with less notice, but popular trips often fill-up well in advance
- Contact your transportation to reserve a bus for your field trip dates and get a cost estimate

2-4 months in advance

- Apply to the School Engagement Fund if you need funding for transportation or substitutes
- If utilizing the Resource Co-op, reserve kits

1 month in advance

- Send permission slips home
- Recruit parent chaperone volunteers
- If you are teaching on the field trip, review curriculum with grade level team and determine responsibilities

2 weeks in advance

- Confirm reservation with transportation department
- Meet with school nurse to compile a list of medical issues, allergies, and necessary medications for all students attending. If students have severe allergies and epi-pens, find out if the student can self-administer or if you need to do it.
- Make list of student groups (if you are splitting the group) and divide emergency contact/medical information into groups

1 week in advance

- Discuss field trip behavior rules with your students
- Give students a list of required items of the field trip
- Confirm itinerary with parent chaperones
- Make nametags for students

Day before

- Review field trip behavior rules with your students
- Pack items on the teacher packing list (below)

Tips:

- Work collaboratively with other grade levels at your school to provide a sequence of field trips that build upon each other (and don't duplicate each other)
- Communicate with the program provider in advance with any information about goals for the field trip, background knowledge the students have, and information about students with special needs.
- Choose parent chaperones wisely. Field trips require extra eyes and ears. Depending on the site, recruit one chaperone for every 5-10 students. The ideal chaperone is one who is engaged, responsible, and caring. Be sure that chaperones understand that they are there to manage their entire group, not just to spend time with their son or daughter.

