

Field Trip Rough Draft Organizer

1. Field trip destination _____
2. Field trip goal/objectives _____

3. Proposed price per student _____
4. Is a fundraiser needed? _____
5. Field trip type. (Is it a walking tour, an informal trip, a guided tour, curriculum related, reward, or an outside investigative trip?)
6. Field trip date _____ time _____.
7. Alternate field trip date _____ time _____.
8. Which students will be attending? _____
9. Will there be students not attending? _____
10. What will be their schedule and who will be responsible for them?

11. Check school schedule for any conflict. Confirm dates and destination with the administrator. _____
12. Contact field trip representative.
13. Dates available? _____
 Contact information (name and phone number) _____
 Time of arrival? _____ Time of departure? _____
 Arrangement of payment _____
 Special requests or needs of group _____
 Handicapped arrangements _____,
 Number of teachers to attend, _____
 Number of chaperones to attend _____,
 Number of students to attend _____,
 Times _____
 Cost per student _____
 Cost per teacher or chaperone _____
 Facilities (restrooms, lunch, parking) _____

 Program schedule _____,
 Special curriculum guide _____,
 What supplies or materials do you need _____,
 How many chaperones per students? _____.
 Normally, the expected student ratio is 1:5 for K-5, 1:10 for grades 6-12. However, You can never have too many chaperones.
 If needed, enlist help from your English Second Language (ESL) teacher if you have those that do not speak English.
 Have chaperones that speak different languages if at all possible.
 _____.
 If needed, designate group leaders. _____.
 Do students need extra money for a gift shop or extra eats? _____
 _____.

11. Confirm plans with administration, all teachers involved including any pull out teachers, special education, related arts, school secretary, and lunchroom staff if needed. _____
12. Confirm transportation procedures (buses, numbers of students, drivers, mileage, loading, and unloading) _____
13. Set price (may include snacks, drinks, tickets, etc). Check to see if there are procedures for tracking BEP money, room funds, scholarships, stipends, writing checks, or receipting student money received. _____
14. If a school has a monthly calendar or website, contact the necessary individuals for the field trip to appear on these. _____
15. Hand out permission forms for the field trip. Discuss with the students any criteria required for the trip: any materials, supplies, or money needed; lunch, deadlines for returning forms; special clothing, special shoes, sunglasses, sun screen, etc. _____
16. Discuss student rules and behavior. _____
17. Discuss or review background information if this is a curriculum field trip.
18. Collect permission forms. _____
19. Is written notice or school forms required? Have they been completed?

20. Will students be paired in a buddy system?
21. Prepare attendance sheets to take on the trip. Call roll each time the bus is loaded or unloaded.
22. Have chaperones been coached? They should have attendance sheets. They should have been told of rules and their responsibilities. _____
23. Do you need identifying nametags or certain school colors or dress?

24. Have a way to take role quickly. You may want to have students learn to say the role alphabetically. You may want to do a buddy system watching over a partner. It is safer to check role at each load and unload of buses.
25. Before a bus trip, remind students of federal laws for buses. The bus must stop at railroad crossings, open their doors, and listen. This requires students to become quiet. Remind students of becoming quiet when stopped at railroad crossings. Federal law mandates safety regulations for children under four years old so siblings should not be brought on the field trip. Federal guidelines prohibit blocking the aisles of school buses during trips; therefore, large items such as coolers must be stored in the back of the bus. Students should not throw things from the bus windows, should keep hands inside the bus, and stay in their seats.