FIELD TRIP CHECKLIST

THE WEEK BEFORE (MINIMUM)

☐ Submit need for substitutes/coverage to school office.
☐ Submit instructional plan for students not attending the school trip.
☐ Submit names and cell phone numbers of all faculty and chaperones attending the school trip.
☐ Distribute list of students who will be attending the school trip to all faculty (including attendance office) and include the times you are leaving/returning.
☐ Notify Health Office of students participating and review medication needs. Will a nurse be attending your trip?
☐ Verify that trip is on the school field trip calendar.
☐ Notify cafeteria of the number of students going on the trip.
☐ Submit copies of signed permission slips to school office.
☐ Submit copies of volunteer/chaperone form to school office for all non-faculty members attending the trip.

THE NIGHT BEFORE

To Do:

☐ Set your alarm clock
☐ Send out a final reminder to parents about the meeting time and location (by automated call service, email, or text message).
☐ Communicate with your tour leader to confirm meeting time and location.
☐ Check the weather forecast.
☐ Gather any maps you would like to have on hand.
☐ Charge your cell phone.
☐ Charge your camera battery.
To Pack:

- Completed Parent Permission Forms
- Completed Medical Waiver Forms
- Emergency Contact Information for Each Student
- Lanyards and Lanyard Name Tags for Each Student
- Sharpie Marker
- School Trip T-Shirts (if applicable)
- Extra Copies of the Itinerary
- Extra Copies of the Rooming List
- Extra Copies of the Bus Roster
- Camera (confirm batteries are charged)
- Cell Phone Charger
- Emergency Numbers Saved to Your Cellphone
  - Scholastica Travel Emergency Line:
    - Tour Leader Cell Phone Number
    - Bus Company Number
    - Chaperone Cell Phone Numbers
- Bus Leader Bags Packed with These Items
- Bottled Water and Snacks for the Bus (for You)
- Entertainment for the Bus (for you) - Book, iPad, Magazine, etc.
- Weather Appropriate Clothing
- Toiletries
- Weather Appropriate Gear
  - Extra Coat
  - Hat/Gloves/Scarf
  - Umbrella / Poncho
  - Sunglasses / Sunscreen
Photo ID

First Aid Kit

Prescriptions

Spare Lenses/Contacts

Light Stick - for students to easily find you during evening touring.

THE MORNING OF THE FIELD TRIP

Review assigned chaperone groups with students

Review rules for behavior with students

Review that day's itinerary with students

Confirm that students have the cell phone numbers of their assigned chaperone and the group leader.

Introduce yourself (as the person in charge) to all adult chaperones attending the school trip.

Provide each of the chaperones with a Bus Roster with their students' names highlighted.

Confirm that each chaperone knows their assigned bus number.

Claim your front row seat on the lead bus.

Give packed bus leader bags to Bus Leaders

Take roll and count students before leaving school.

Make note of "no-shows" and make necessary calls to the principal and parents.

Call or text tour leader to inform them of your ETA.