

# 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.