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**FIELD TRIP CHAPERONE CHECKLIST**

Guidelines & Responsibilities

*Thank you for volunteering to chaperone! Your support helps make educational experiences*

*possible for our students.*

**Destination:**

**Date:**

**Departure Time:**

**Return Time:**

**Lead Teacher:**

**Teacher Phone:**

**BEFORE THE TRIP**

Complete required background check/volunteer paperwork

Attend pre-trip meeting or review instructions with teacher

Receive list of students in your group

Note any special needs/medical conditions for your group

Exchange phone numbers with lead teacher

Confirm appropriate dress code and wear comfortable shoes

**WHAT TO BRING**

Fully charged cell phone

Emergency contact information (provided below)

Your assigned student list

Water bottle

Lunch/snacks (if needed)

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Any supplies requested by teacher (clipboard, pen, etc.)

Positive attitude and patience!

**YOUR RESPONSIBILITIES**

Maintain constant supervision of assigned students

*Never leave students unattended*

Take frequent headcounts of your group

*Count before moving to any new location*

Keep your group together at all times

Accompany students to restrooms (wait

outside)

*Use buddy system - never let a student go*

*alone*

Help enforce school behavior expectations

Report any incidents or concerns to lead teacher immediately

Model appropriate behavior and language

Engage with students and support their learning

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**SAFETY PROTOCOLS**

Know which students have medical conditions/allergies

Do NOT administer medication (refer to teacher/nurse)

Know designated meeting points and times

Understand emergency procedures

Keep students away from strangers

Report any injuries immediately to lead teacher

Enforce bus safety rules (remain seated, indoor voices)

**IMPORTANT DO NOTS**

**Do NOT** give students medication of any kind

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**Do NOT** leave your group unsupervised

**Do NOT** allow students to leave with anyone other than authorized persons

**Do NOT** purchase items for specific students (treats for all or none)

**Do NOT** share personal contact information with students

**Do NOT** post photos of students on social media

**Do NOT** transport students in personal vehicles

**Do NOT** discipline students physically - report issues to teacher

**EMERGENCY CONTACTS**

**Lead Teacher:**

Name:

Cell:

**School Office:**

Phone:

Contact:

**Emergency Services:**

Call 911 for emergencies Then notify lead teacher

**Trip Location:**

Phone:

Contact:

**HELPFUL TIPS**

Learn students' names quickly - it helps with management Set clear expectations at the beginning

Use positive reinforcement and encouragement

Stay calm and patient - field trips can be exciting for students Ask questions to engage students in learning

Take mental notes of interesting moments to share with teacher/parents

Have fun while maintaining structure!

**MY ASSIGNED STUDENTS**

* **Student Name**

**Special Notes**

**Parent Contact**

**NOTES & REMINDERS**

Use this space for any special instructions, meeting locations, schedule details, or other important information...

**Thank you for helping make this field trip safe and educational!**

Your time and dedication are greatly appreciated.