**TEACHER FIELD TRIP CHECKLIST**

Complete Planning & Preparation Guide

**Destination:**

**Date:**

**Grade/Class:**

**# of Students:**

**Departure Time:**

**Return Time:**

**Lead Teacher:**

**# of Chaperones:**

**6-8 WEEKS BEFORE TRIP**

*(INITIAL PLANNING)*

Obtain administrative approval for field trip Book venue/destination and confirm availability

Arrange transportation (bus requisition submitted) Calculate costs and establish budget

Develop learning objectives and curriculum connections

Complete risk assessment form

**4-6 WEEKS BEFORE TRIP**

*(COMMUNICATION & PREPARATION)*

Send initial parent notification letter

Distribute permission slips (set due date: )

Recruit and confirm chaperones

Required ratio: students per adult

Identify students with special needs/accommodations Arrange lunch plans (school provided / bring own / purchase)

Arrange substitute teacher if needed

**2-3 WEEKS BEFORE TRIP**

*(FINAL PREPARATIONS)*

Collect all permission slips and money Confirm final student count with venue Review medical forms and allergy information Compile emergency contact list

Meet with chaperones to review expectations Assign students to chaperone groups

Prepare name tags/identification for students

**1 WEEK BEFORE TRIP**

*(FINAL DETAILS)*

Send reminder notice home with details Confirm transportation arrangements

Call venue to confirm reservation and arrival time Prepare educational materials/worksheets Arrange first aid kit and medications with nurse

Review field trip behavior expectations with students

Provide office with list of attending students

**DAY OF TRIP - MORNING**

*(BEFORE DEPARTURE)*

Take attendance and confirm all students present Notify office of absent students

Collect medications from nurse

Pack emergency folder (contacts, medical info, permission slips) Bring first aid kit

Ensure cell phone is charged and has school contact numbers Distribute name tags and group assignments

Last bathroom break before boarding

**DAY OF TRIP - DURING**

*(ON LOCATION)*



Conduct headcount upon arrival

Check in at venue and confirm schedule Establish and communicate meeting spots/times Review behavior expectations and safety rules Implement buddy system if applicable

Conduct regular headcounts throughout visit

Supervise lunch period

**CRITICAL ITEMS**

*(DO NOT FORGET!)*

ALL permission slips collected Medical information for all students Emergency contact numbers

Student medications (EpiPens, inhalers, etc.) School office contact information

Final headcount before departure from venue

**EMERGENCY INFORMATION**

**School Office:**

Phone:

Contact:

**School Nurse:**

Phone:

Cell:

**Principal:**

Phone:

Emergency:

**Transportation:**

Company:

Phone:

**POST-TRIP**

*(FOLLOW-UP)*

Return medications to nurse

Complete any incident reports if necessary

Send thank you notes to venue and chaperones Follow-up activities/assignments with students Complete trip evaluation for future reference

Submit receipts/financial documentation

**ADDITIONAL NOTES & REMINDERS**

Use this space for specific notes about this trip, special considerations, venue contact information, etc.

**Remember:** A successful field trip requires thorough planning and attention to detail.

When in doubt, over-prepare!