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? ____________

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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 widows, should keep hands inside the bus, and stay in their seats.