



Teacher Field Trip Checklist

Pre-visit

- Make reservations (if you are a group leader)
- Schedule transportation (if you are a group leader)
- Arrange for payment (if you need to collect student money or are a group leader)
- Chaperones contacted and confirmed
- Parent letter home explaining purpose, logistics, requirements of field trip
- Student permission slips
- Do "Orientation and Planning 12-Steps"
- Use Exhibition Guides to start learning continuum activities (optional)
- Receive confirmation letter and correlate schedule with the one listed on the confirmation sheet
- Pay the deposit for any of the scheduled workshops or lab experiences required for confirmation
- Check the Demonstration Schedule, decide which ones are suitable for students and match your schedule
- Confirm chaperones and exchange phone numbers in case of emergency
- Confirm busses and/or public transportation plans

Day of Field Trip

- Pack the trip forms and emergency forms for the students
- Pack the investigation handouts or any other manipulatives that you need for your visit
- Get an accurate head count of children and chaperones to report to the Explainer who boards the bus

