The Prepared Teacher’s Field Trip Checklist

There is certainly no shortage of things for a group leader to remember when preparing for a field trip, especially if the trip lasts several days. Creating a field trip checklist will organize your thoughts and save you from those final moments of panic.



The Week Before (minimum)

- [ ] Submit need for subs/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: 1-800-245-3511
- [ ] Tour Leader Cell Phone Number
- [ ] Bus Company Number
- [ ] Chaperone Cell Phone Numbers
- [ ] Bus Leader Bags (Provided by Scholastica) 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.
- [ ] Save a seat in the front row for the tour leader, preferably on the side where the microphone is located.

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