

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 bus operator is located.

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