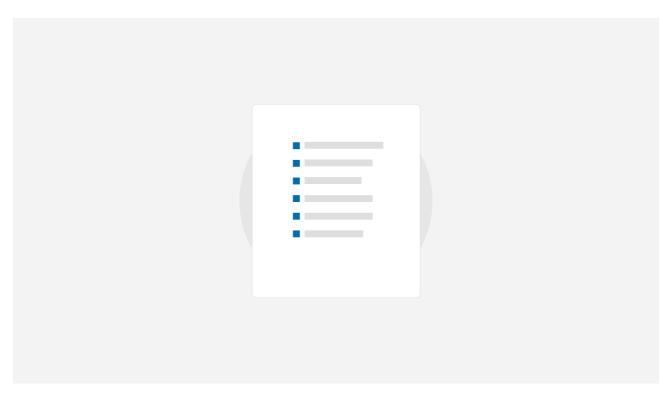
## The Prepared Teacher's Field Trip Checklist

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. |
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- 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.  |
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| 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 <b>Rooming List</b>                                  |
| Extra Copies of the <b>Bus Roster</b>                                    |
| 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 <b>These Items</b> |
| 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 <b>chaperone groups</b> 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 <b>Bus Roster</b> 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 Make and Share Free Checklists checkli.com |