



Burbank School District 111 - Field Trip Planner

**Obtain Field Trip Planner Packet from school office
Read all instructions first before proceeding with arrangements.**

Get ready for a terrific field trip! Careful planning is the key. Start planning as early as you can. This collection provides you with checklists and templates to help ensure your trip's success

Four Weeks Before

During this pre-planning period, you'll research sites, make necessary arrangements, and get the authorizations you need. This collection includes a **Four Weeks** checklist as well as a **Site Evaluation** form, **Field Trip Request** form. Submit **Check Request** for deposit on field trip.

Two Weeks Before

This is when you'll start collecting what you need (such as permission slips, supplies, and chaperones). Use the **Two Week** checklist to monitor your progress and the **Students, Supplies, and Chaperones** forms to organize your information. Print the **Students, Supplies, and Chaperones** templates to use as reference sheets to take with you. Submit **Check Request** for balance of field trip.

Two Days Before

Use this time as your final chance to get everything ready before you leave. Use the **Two Days** checklist to avoid last-minute surprises. Print the **Attendance** form to use prior to departure. Print the **Activities** form to keep your trip on track.

After the Trip

Take the opportunity to thank everyone who helped with the trip and share what you and your students learned. The **After** checklist will help you finish up with style. The **Feedback** template will help you make your future field trips even more successful.

July 2012

Four Weeks Before:

It's a good idea to start planning at least four weeks ahead.
Here's a checklist of things you'll want to think about.

Choose a field trip site

*Research potential sites. Additional field trips **must** be related to curriculum. It is highly encouraged to coordinate a trip with other grade level teachers across the district.*

1. Consider what would make a particular site the best choice
2. Record detail on the Site Information worksheets

Get Principal and Administration approval

Include a copy of the Site Information sheet with your Field Trip Request

Transportation will be ordered upon Administration approval (*payment to the bus company occurs after the field trip*)

Use the Transport page for notes

Reserve the site

Contact your chosen field trip to make reservations
Record them on the Supplies worksheet

Notify Parents

Send a letter with permission slip home with your students

Gather supplies

1. Start panning the supplies you'll need and record them on the supplies worksheet

Recruit chaperones

1. Recruit potential chaperones by letter. Ratio is one chaperone for every ten students.
 - a. Use **Field Trip Chaperone Recruitment Letter**

PTA Bus Payment (if applicable)

Request payment from PTA and place in PTA mailbox

*** Keep in Mind***

Ask whether the site:

- *Meets learning objectives*
- *Is age appropriate*
- *Is unique (have students visited it before?)*
- *Fits students interests*
- *Is safe (what hazards or risks are there?)*
- *Is affordable*
- *Is nearby (can it be reached during a day trip?)*

Check Request (if applicable)

Submit to Business Department to secure deposit for field trip

1. Only original "Check Requests" will be accepted – no fax copies. This will eliminate the possibility of duplication and also allow the mandatory back-up documentation to be attached (i.e. student payment list, receipts).
2. Please allow one week as a reasonable turn-around time for check requests.



Transportation Information

First Student - Phone: 708-352-9050 / Fax: 708-352-0020

Upon approval from Administration, transportation will be ordered and a confirmation copy will be forwarded to the teacher.

- 71 passengers = 3-to-a-seat
- 48 passengers = 2-to-a-seat
 - On the “Field Trip Request” please note the total number of buses you need under the method of transportation.
- \$42.44 per hour

- Minimum charge is \$127.32 for 3 hours

- ¼ hour fees apply (if someone has a field trip, i.e. – 3 hours and 15 minutes, They are charged for that amount of time – not rounded to half hour)

- No cancellation fees – even if you call them that same morning of the trip – just make sure the bus hasn’t already arrived at the school. **If the bus arrives before notice of cancellation, then there will be a fee charged.**

- Field trips must be within 9 a.m. and 2 p.m. – anything outside range will result in a conflict fee of \$58.00

- If a field trip is only 2 hours, they will be charged the 3 hour rate of \$127.32, as that is the minimum charge.

2 and 3 hour charter = \$127.32; 4 hour charter = \$169.76; 5 hour charter = \$212.20



Request for Bus Payment from PTA (Optional)

Please submit this form to PTA at least 2 weeks prior to trip. Place in PTA Mailbox.

Date of Request _____

Teacher Name Requesting _____

Room Number and Grade _____

Destination _____

Date of Trip _____

Sharing Bus with another Class _____

What Class and Teacher _____



Site Information for Field Trip

General Information	
Name	
Address	
Telephone Number	
Web Address	
Admission Fee and Hours	
Contact Person	
Name	
Address	
Telephone Number	
E-mail Address	
Comments	
Getting There	
Driving Directions	
MSN Map Directions	
Parking Information	
Comments	
Amenities	
Restroom Locations	
Cafeteria	
Picnic Place	
Coat Storage	
Gift Shop	
Rules	
Cameras allowed?	
Bagged lunch allowed?	
Other	
Reservations	
Reservations Required?	
Confirmation Number	
Reservation Phone Number	
Reservation E-mail	
Request for Accommodation	
Schedule	
Date	
Arrival Time	
Departure Time	
Alternate Date and Time	
Notes	

Two Weeks Before:

This is when you'll start collecting what you need (such as permission slips, supplies, and chaperone)

Here's a checklist of things to do one to two weeks before your trip:

Schedule trip activities

Use the Trip Activity worksheet to plan your day

Track student information

Use the Student Tracker to track permission slips, contacts, and other important information

Track chaperone information

Use the Chaperone Tracker to track responses and other details

Collect Money

1. After you have collected all the money (i.e. field trip, fundraiser money), total the amount. Please be sure that all checks that you accept are made payable only to either your school or Burbank School District 111. Our bank will not accept checks deposits if made to any other organization or person.
2. You will need to give the office the grand total, along with the money and the total you will need to turn you will need to turn in an accounting of how you collected the money. This is a simple list of name of the students you collected from and the amount of each (use Student Tracker). Submit with your name and signature.

Send a reminder to parents

Send a letter with permission slip home with your students

Check Request

Submit to Business Department to submit final payment for field trip

1. Only original "Check Requests" will be accepted – no fax copies. This will eliminate the possibility of duplication and also allow the mandatory back-up documentation to be attached (i.e. student payment list, receipts).
2. Please allow one week as a reasonable turn-around time for check requests.

Arrange activities for students who aren't going



Student Information for Field Trip

Field Trip Event _____

Teacher _____ Room _____

Name	Permission Slip	Paid	Emergency Contact Name	Emergency Contact Phone Number	Allergies	Medication(s)
Notes:						

Total Submitted to Office _____

Date Submitted _____



Field Trip Supplies

Item	Responsibility		Date Collected	Cost	Comments
	Teacher	Student			
<i>First aid kit from health aide</i>					
<i>Cell phone from school office</i>					
<i>Emergency information on each child</i>					
<i>Obtain medication and a copy of the form for any child who has a doctor/parent medication authorization form</i>					
<i>Camera</i>					

Notes



FIELD TRIP!

Many educational values are gained in selected out-of-school experiences. We are planning a field trip described below to enhance our classroom activities. Please signify by completing and signing the bottom portion of this form as to whether or not your child has your permission to participate.

Thank you. _____, **Principal**

Field Trip Details

Location _____

Date _____

Departure _____

Returning _____


Transportation School buses

Cost
(field trip money is non-refundable) _____

Notes
There will be one adult chaperone for every ten students in attendance along with your child's teacher.

What to bring

- Light jacket, sweater, or sweatshirt
- Notebook and pen or pencil
- Medications (if any) and instructions
- Sack lunch labeled on the outside with your child's name and his or her teacher's name.
- Money for souvenirs. **(Optional)**

 **Note:** It is advised that no cameras, radio, cell phone, or other electronic device are allowed on this field trip. If lost or stolen the district will not be responsible.

_____, **Teacher**



Cut off bottom portion of permission slip and return to your child's teacher by [_____].

Emergency Information

In case of emergency, please contact:

_____ **Name/ Relationship**

_____ **Phone**

Special Instructions:

I give permission for my child, _____ to attend the field trip to

_____ on _____.

Enclosed is \$ _____ to cover the cost of the trip.

Method of payment: ___ E-Pay ___ cash ___ check *Note: Please make checks payable to the Burbank School District 111.*

X _____
Parent or guardian signature

Date

Dear Chaperone:

The _____ grade class would like to invite you to come with us as a chaperone on our class trip on _____ to _____! Here are the trip details

Site	
Date	
Check-In Time	No later than _____ am in school office. The office staff will let you know when you can go to the classroom.
Transportation	School buses
Cost	\$_____ per student (covers museum admission, lunch, and beverages)
Supervision	One adult chaperone for each group of ten students
Special Rules	No camera, radio, cell phone, or other electronic device is allowed on this trip. Any such equipment will be confiscated by the teacher and returned at the end of the day.

It will be helpful for you and the teachers if you are aware of what the role of a chaperone is on a field trip. Here are some of the things we would like you to do in order for you to prepare for the trip and know what to do to help us provide a fun, safe learning experience.

- Please supervise the students that have been assigned to you at all times. Please do not take any breaks other than washroom breaks, and be sure to ask another chaperone your group during that time.
- Never allow student to wander away from the group. It is always a good idea to keep a head count of your assigned group throughout the day. Students should be in pairs if the circumstances allow them to separate from the group for any reason.
- We want the experience to be fulfilling and educational for all of the students in attendance; therefore, we encourage you not to buy any extra items for your child or the children in your group to avoid other students from “missing out”.
- If a student chooses inappropriate behavior and does not change his/her behavior after being warned, please notify the classroom teacher immediately. Students should follow the rules of the place they visit at all times. Students should follow school rules during field trips as well. (no gum chewing, inappropriate language, etc.).
- If you carry a cell phone with you, it is a good idea that you exchange numbers with the teacher. The teacher will have a district cell phone that is specifically used for field trips.
- If a student gets separated from your group you **MUST** inform the teacher immediately.

I hope you enjoy this field trip and maybe even you will learn a thing or two.

Thank you again for your time.

I look forward to hearing from you by no later than _____. Please use the form on page two of this letter to respond. Also, please feel free to contact me with any questions.

Sincerely,

_____, **Principal**

_____, **Teacher**

Please complete this form and return it by [_____].

I'd be glad to act as a chaperone for the _____ grade class trip to _____ on _____.

I'm sorry, but I can't act as a chaperone for this trip.

Chaperone Information	
<i>Address:</i>	
<i>Phone:</i>	<i>E-Mail:</i>
<i>Do you have a relationship to any of the students? If so, please provide the student's name and your relationship in the space below.</i>	
<i>Name:</i>	<i>Relationship:</i>
<i>Have you acted as a chaperone before? If so, please give a brief description of your experience.</i>	
<i>Do you have any special training or certifications? If so, please describe briefly.</i>	
<i>Emergency contact:</i>	
Name/Relationship	Phone
<i>Special Instructions:</i>	
Chaperone Signature	Date



Field Trip Reminder

Dear Parent/Guardian:

We would like to remind you about our class field trip on _____. This letter contains the trip details and a list of supplies your child should bring along. If you haven't already done so, please complete the field trip permission form on the last page and return it as soon as possible before the deadline date.

Class Trip

Site	
Date	
Check-In Time	No later than _____ AM
Transportation	School buses
Cost	\$_____ per student
Supervision	One adult chaperone for each group of ten students
Special Rules	No camera, radio, cell phone, or other electronic device is allowed on this trip. Any such equipment will be confiscated by the teacher and returned at the end of the day.

_____, Teacher



Cut off bottom portion of permission slip and return to your child's teacher by[_____].

Emergency Information

In case of emergency, please contact:

_____ Name/ Relationship _____ Phone

Special Instructions:

I give permission for my child, _____ to attend the field trip to _____ on _____.

Enclosed is \$_____ to cover the cost of the trip.

Method of payment: ____ cash ____ check **Note: Please make checks payable to the school district.**

X _____
Parent or guardian signature Date



Activity Schedule

Teacher/Room: _____

Site: _____

Time	Check-in at school
Time	Travel to site
Time	Disembark and assemble
Time	Check-in at site, restroom break
Time	Orientation with site director
Time	Site visit
Time	Assemble for lunch, restroom break
Time	Lunch
Time	Restroom break
Time	Continue site visit
Time	Assemble before departure
Time	Board buses
Time	Travel back to school
Time	Return check-in at school
Notes	

Two Days Before:

Use this time as your final chance to get everything ready before you leave and avoid last-minute surprises. Now that your advanced planning is done, you can take care of some final trip details.

Confirm site reservation

Contact the site to confirm your reservation

Confirm transportation

You should have received a copy confirming your transportation from the Administration Building

Confirm chaperones

Make sure your chaperones know when and where to meet you

Assemble supplies

Mark items off on the **Supplies** worksheet

Prepare name badges

Send a final reminder letter

Send parents a Field Trip Reminder letter

Complete your Field Trip Planner

Your worksheet contain important information you'll want to have with you on the trip

Give non-attendees their assignment

