

# FIELD TRIP PLANNING GUIDE

PROGRAM: \_\_\_\_\_

TEACHER(s): \_\_\_\_\_

<b>FIELD TRIP SPECIFICS:</b>	
<b>Date of field trip:</b>	
<b>Destination of trip:</b>	
<b>Round trip mileage:</b>	
<b>Mode of Transportation:</b>	
<b>Attending Staff:</b>	
<b>Attending students if granted parent permission:</b>	
<b>Educational connection/intent:</b>	

**II: Please attach:**

- A. Itinerary (please include activities, times, addresses & phone numbers if available).
- B. Copy of permission slip sent home.
- C. Rain plan if appropriate.

**III: Checklist:**

- All permission slips sent in advance.
- Home district principal and/or superintendent has been informed.
- Arranged and informed attending staff of duties.
- Arranged & informed remaining program staff of duties.
- Requested additional support staff as needed.

Please list: \_\_\_\_\_

- If field trip is out of the ordinary supervisor has been informed prior to submission of this plan.
- Director has been informed if an out of the ordinary trip is planned.
- Plan ready to be submitted 1 week prior to scheduled field trip day.

**IV. Emergency Plan:**

Contact/cell phone number: \_\_\_\_\_

A. What measures have been taken to assure student and staff safety? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. What plan is in place in case of a medical emergency? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. What plan is in place if a student's behavior is inappropriate or unmanageable? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. Director Approval:**

\_\_\_\_\_ **Signature**

\_\_\_\_\_ **Date Approved**