

(SAMPLE)

Field Trip Meeting for Parents and Students

School: _____

Date: _____

1. Summary of Purpose of Trip
2. Discussion of Cost of Trip
 - a. To include meal money and spending money
 - b. To include costs covered by money collected by the school
3. Discussion of Itinerary and Schedule
 - a. To include departure, arrival, and return time
 - b. To include activities at destination and times
4. Review Clothing Needed
 - a. To include weather
 - b. To include events
5. Review Seating Assignments
6. Review Buddy Assignments
7. Review Sleeping Arrangements
 - a. To include check-in procedures
 - b. Key captain
 - c. Curfew
 - d. No visitors of another gender
 - e. No leaving rooms after curfew
8. Review Dispensing of Medicine
 - a. To include one adult assigned to administer
 - b. Clear prescription, instructions for administering medicine
9. Review Phone Trees, Return Pick-up Notification and Pick-up Procedures
10. Review Emergency Procedures
 - a. To include contacts and numbers
 - b. To include authorization to seek medical assistance
 - c. To include illness, accident
11. Review Conduct Expectations and Rules (See FORM C)
 - a. To include consequences
 - b. To return home at parent expense
12. Review Role and Authority of Chaperones
13. Explain Required Forms and Obtain Signatures
14. Other Comments and Questions