

## FIELD TRIP CHECKLIST

### I. JUSTIFICATION

Be sure that the field trip is justified in view of your school's educational program and your individual lesson objectives. (Conference permission must be obtained **prior** to discussing proposed field trip with student.)

### II. SITE SELECTION

- A. It is recommended that you visit the area prior to the actual field trip.
- B. Note obvious dangers such as: poisonous plants, fall areas, water dangers, dangerous animals, electrical hazards, etc.
- C. Note any work-study areas
- D. Make list of specific equipment students might need
- E. If your students have physical limitations, note facilities for limitations or handicapped

### III. PLANNING THE TRIP

- A. Permission
  - \_\_\_ Superintendent (if extended trip) (see field trip form)
  - \_\_\_ Principal
  - \_\_\_ Landowner or organization
  - \_\_\_ Parents
- B. Advance information to organization or representative
  - \_\_\_ Number of students
  - \_\_\_ Age or level
  - \_\_\_ Arrival/departure times
  - \_\_\_ Special needs or considerations
- C. Note to parents
  - \_\_\_ Purpose of the trip
  - \_\_\_ Place
  - \_\_\_ Departure and return times
  - \_\_\_ Cost if any
  - \_\_\_ Equipment if needed
  - \_\_\_ Type of transportation
  - \_\_\_ Consent for treatment forms

D. Student preparation

- Tell the students the why, when and where of the field trip
- Correlate the projected field trip with your lessons and text material
- Discuss your observed potential dangers with students
- Establish and discuss rules for safe conduct
- Inform students about proper clothing for terrain and weather
- Pre-trip objectives met
- Students aware of post-trip responsibilities
- Student worksheets prepared (if applicable)

E. Safety

- First aid kit
- Be aware of special medical conditions
- Rules discussed with students
- Potential dangers discussed with students
- Insure adequate supervision by teachers and/or parents (minimum one to ten)
- Supply supervisors with student list
- Make frequent checks

F. Transportation

- School (reserve early)
- Private (make sure meets insurance requirements)

G. Alternate program for inclement weather (if outdoor field trip)

#### **IV FOLLOW-UP ACTIVITIES**

A good field trip provides a base experience for other class activities. While you are returning to the school, have students exchange ideas and discuss their experiences and observations at the site. Encourage students to ask questions and to propose future activities related to the field trip. Schedule individual or group reports and have the students evaluate the trip.

Later, you may want to have your students prepare exhibits or displays using their sketches, maps, photographs, or other materials from the trip. Have them use the library to investigate questions arising from the trip. A number of library investigations can usually be proposed after a successful field trip. Remember, the learning value of a field trip depends largely on you and the type of follow-up activities you provide or encourage.