

"So You Get To Organize The Field Trip"
14 Steps to Avoid Logistical and Ethical Headaches

Congratulations! It's your turn to organize the next class field trip. But before the permission slips and payment envelopes send you running for the emergency exit in the school bus, here are fourteen steps that will help you steer clear of trouble:

1. Get approval for the field trip from school administration.
2. Align the field trip with Curriculum Standards and Student Learning Objectives.
3. Prior to the trip, provide students and relevant colleagues with an overview of the field trip and relevant prior learning experiences.
4. Collect funds, write and give a receipt every time for the funds you collect, write all funds received in a log, and deposit the money you collect, every day, all in accordance with school protocol.
5. Get permission forms signed by the students' parents or guardians.
6. Establish an agenda, learning activities, and timelines for the field trip.
7. Review behavioral, safety, and academic expectations with parents and students, prior to the trip.
8. Compile the emergency contact information and relevant medical information (if any) for every student attending; then give a copy of that information and other pertinent travel info (such as directions) to the administration and to other appropriate people attending the field trip.
9. Ensure enough chaperones are participating on the field trip.
10. See step 4, about handling money. Repeat daily.
11. Check and confirm all reservations 3 days prior to the trip.
12. Leave appropriate work for students who will not be attending field trip.
13. Take attendance every time students enter or leave the school bus and assign students to a buddy and to a chaperone.
14. Get receipts, and account in your log for every cent you spend, and whether it represented a school expense, a reimbursable expense, or a personal expense.

Have fun!