



Field Trip Planning Document

Before the first day of your project, do the following to set up a field trip. Remember: museums, parks, galleries and similar places are designed to engage a diverse audience from the community, and non-profits, community organizations, professionals, or experts are often accustomed to speaking with students or the broader community as they share their work.

By structuring a field trip very early in your project (maybe even day one!), you can naturally engage diverse learners in an authentic context, and create an equitable environment for complex academic work that stems from a common experience.

Approximately one month before your project begins:

- Contact organization, museum, etc.
 - Ask about grants/scholarships/discounts for educational groups.
 - Collect confirmation number and email address
- Secure transportation
 - Check all that apply:
 - Private bus
 - Public transportation
 - Parent drivers
 - Draft permission slip
- Get permission slip approved by principal, director, etc.
- Begin collecting field trip funds, if needed
 - Check all that apply:
 - From parents/donation?
 - Fundraising?
 - School budget?

One week before field trip:

- Follow up with organization, museum, etc.
- Follow up with transportation
- Collect all permission slips
- Ensure that field trip is adequately funded
- Remind students, parents, teachers, principal, etc. about the field trip and departure time.
- Create data collection sheet or other relevant worksheets for the trip.

One day before the trip

- Be sure that students arrive 15–30 minutes before the scheduled departure time
- Scan permission slips and send to site manager or attendance office
- Pack emergency backpack
- Remind students and parents about what to bring/wear
- Discuss field trip goals

Day of field trip

- Take attendance and email absences to attendance office
- Take pictures, and encourage students to take photos
- Enjoy the trip!

One day after field trip

- Send a follow up email to the organization and thank them (include pictures!)
 - Have students write handwritten thank you notes, especially if any experts or community members are involved.
- Debrief experience with students
- Share photos among school community and with parents