

# HOW TO PLAN THE BEST FIELD TRIP EVER!

Rachael Ranallo, Leslie Hemphill & Bethany Hicks  
Eastern OK State College-GEAR UP  
Wilburton, OK

# A MONTH OR MORE BEFORE THE TRIP:

1. Brainstorm with school where to take s
  2. Coordinate possible dates with school
  3. Know how many students will be on trip
  4. Start folder to keep track of all FT communication
- 5. Create an agenda for the day with timeline**



# A MONTH OR MORE BEFORE THE TRIP:

6. Call all FT destinations to set date and details
7. Send in the request for purchase order or credit card
8. Submit request transportation
9. Communicate with the cafeteria and teachers- students will have a trip once trip date is confirmed
10. Create student permission form

# WEEK OF THE FIELD TRIP CHECKLIST:



1. Make a folder with all paperwork
  - a. Agenda for the day, purchase order(s), tax exempt letter, student/chaperone sign-in sheet, transportation maps, bus match, event match, communication with destinations, blank paper, etc.
2. Call each destination and confirm upcoming visit
  - a. Museums, restaurants, college campus, etc
3. Verify transportation request and driver
4. Verify chaperones going on trip
5. Charge camera

# WEEK OF THE FIELD TRIP CHECKLIST:

6. Verify student list and print sign-in sheet
7. Remind the teachers/cafeteria students will be on trip
  - a. Send agenda for the day
8. Shop for snacks; save receipt
9. Collect student permission forms (if required)
10. Send out student/parent reminders (text, call, etc.)

# FIELD TRIP PACKING LIST:

## 1. Folder with all paperwork

- a. Copies of the agenda for the day, purchase Order(s), tax exempt letter, student/chaperone sign-in sheet, transportation maps, bus match form, event match form, communication with destinations, blank paper to take notes for news release, etc.

## 2. Camera(s)

## 3. Clipboard(s) and pen(s)

## 4. Nametag

## 5. Whistle

## 6. Snacks (optional)

## 7. Trash bags

## 8. “Sick bag”



# ON THE TRIP...



1. Check students from the sign-in sheet as they get on bus
2. Fill out bus and event match paperwork
3. Make sure all attendees sign-in, first AND last name
4. Take a ridiculous amount of photos, with an actual camera
  - a. Look for photo opps, TELL students where to stand (rows are best for captioning the photos)
5. Take excellent notes--Get full names and titles of guides, or anyone, who may be in a photo for captions.  
Try to outline the key points of the visit and highlight interesting events or interactions.
6. Download photos. Choose five to ten good photos to caption.

# POST FIELD TRIP CHECKLIST:

1. Enter the meeting in the GEAR UP system using sign-in sheet
2. Copy all receipts, bus match, event match, student/chaperone sign-in sheets, and other paperwork to turn into the office
3. Caption “best” photos for the news release
4. Write news release
5. Turn everything into the office
6. Send to news outlets and post photos on social media
7. Write thank you notes to those who helped
8. File all paperwork related to field trip



# OUR CONTACT INFO:

Rachael Ranallo

[rachaelranallo@yahoo.com](mailto:rachaelranallo@yahoo.com)

Leslie Hemphill

[lhemphill@eosc.edu](mailto:lhemphill@eosc.edu)

Bethany Hicks

[bhicks2@eosc.edu](mailto:bhicks2@eosc.edu)