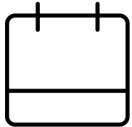
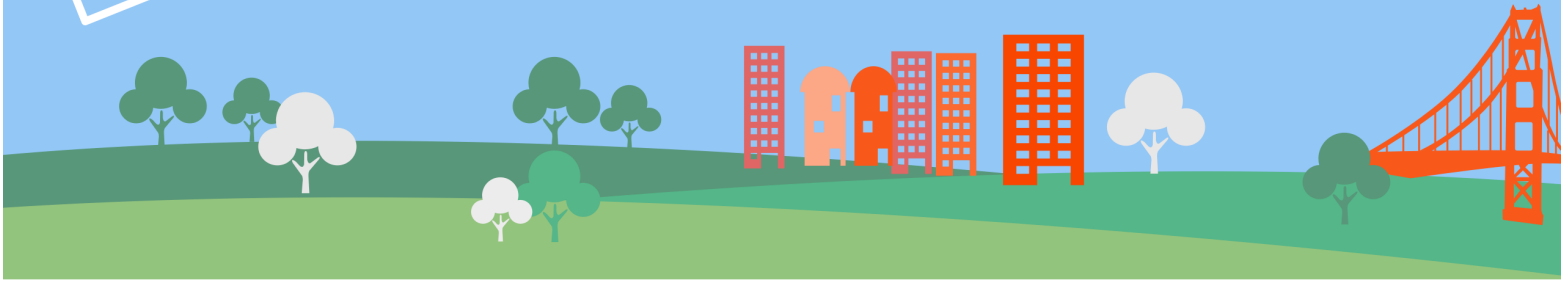


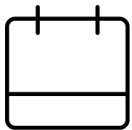


FIELD TRIP CHECKLIST



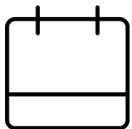
1 MONTH BEFORE

- ___ Put field trip on school calendar
- ___ Send out permission slips to parents
- ___ Make a list of all students who have permission to attend
- ___ Make a list of students who do not, and follow up with parents
- ___ Make reservation at field trip site



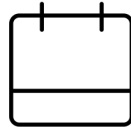
1-2 WEEKS BEFORE

- ___ Collect names and cell phone numbers of all chaperones attending the school trip
- ___ Come up with alternate arrangements for students who do not have permission to go on the field trip
- ___ Confirm meeting time and location with tour leader/site manager at field trip site
- ___ Prepare any maps you may need



DAY BEFORE

- ___ Go over behavior expectations and safety tips with children
- ___ Practice getting on and off MUNI with children
- ___ Send reminder to parents about meeting time and location
- ___ Set your alarm clock
- ___ Check the weather forecast
- ___ Plan out transportation route (see "Riding Muni with Children")
- ___ Prepare any supplies you may need (first aid kit, lunches, etc.)
- ___ Charge cell phone



MORNING OF

- ___ Review rules for behavior with children
- ___ Review the itinerary with children
- ___ Take roll call and count children before leaving site
- ___ Make note of absentees and make necessary calls to parents and site manager
- ___ Bring all packed items needed from blue box
- ___ Bring money to pay for adult transportation fares
- ___ Call or text tour leader to inform them of your ETA

TO PACK



- ___ First Aid Kit
- ___ Medications
- ___ Completed parent permission forms
- ___ Emergency contact information for each student
- ___ Lanyards and lanyard name tags for each student
- ___ Sharpie marker
- ___ Field trip t-shirts (if applicable)
- ___ Extra copies of the itinerary and trip roster
- ___ Bottled water and snacks for yourself
- ___ Weather appropriate clothing
- ___ Photo ID
- ___ Charged cell phone

