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