

Field Trip Checklist



Top 10 Reasons for taking field trips

- 1 Create emotional experiences
- 2 Develop lifelong interests
- 3 Peak interests and spark questioning
- 4 Inspire thinking and reflection
- 5 Invoke wonder and curiosity
- 6 Connect to real life
- 7 Broaden perspectives
- 8 Make lasting memories
- 9 Encourage environmental stewardship
- 10 Develop citizenship

1 One to Get Ready

Begin with the end in mind

- ✓ Set your goals and learning objectives- What are the students going to learn? How are they going to learn it? How will we know and they know if they have learned it?
- ✓ Develop a theme with one, to a maximum of five, key supporting ideas. A theme is a complete sentence that tells a story.
- ✓ Pick a location for your field outing.
- ✓ Book your program with the host organization or facilitator and tell them about the best time and way to communicate with you.

Implement your district policies regarding field trips

- ✓ Student waivers.
- ✓ Transportation forms-- bus, parent drivers or walking.
- ✓ Field trip itinerary.
- ✓ Emergency procedures.
- ✓ Program payment procedures.

Organize your class and supplies early

- ✓ Order, purchase or ask for supplies as needed.
- ✓ Complete any questionnaires and/or forms and send to organization or facilitator.
- ✓ Do in-class field trip prep as established with your field trip support people. Studies show that students learn more with pre and post field trip work.
- ✓ Prepare name badges for students and organize "buddy systems".
- ✓ Do a site visit to avoid any surprises and get familiar with the location.
- ✓ Get a map that includes the site layout plus parking, washrooms, food areas, picnic sites etc.

2 Two to Get Set

Review your field trip plan

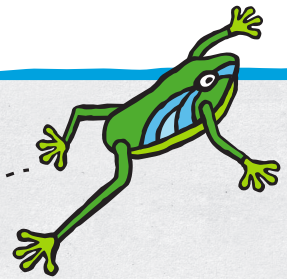
- ✓ Check-in with your field trip host several days in advance to confirm objectives for the field trip, meeting time/location, parking, snack/lunch procedures, and any outcomes of your discussions.
- ✓ Identify who does what, and who leads whom where, once you are on site.
- ✓ Share your field trip agenda and map with field trip helpers -include contact numbers in case anyone gets lost or delayed.
- ✓ Share the theme objectives and expectations for students with your adult support team.
- ✓ Decide what will happen if it rains.
- ✓ Let everyone know who is first aid qualified and the procedures for other incidents, prepare emergency contact information and first aid kit.
- ✓ Prepare payments if needed (program and parking).

Prime your class

- ✓ Review any prior knowledge concepts, the objectives and theme for the field trip.
- ✓ Share the day's agenda and site layout with your class. Reduce student distractions with the new environment. Studies show that sharing this information can actually improve the attention to tasks and knowledge retention on site.
- ✓ Clearly establish and communicate student roles, responsibilities and resulting consequences.
- ✓ Discuss and emphasize appropriate clothing for the field trip.
- ✓ Establish any assignment(s) for the field trip. Consider using student journals, a powerful learning tool. If you are asking students to answer questions, keep the "I learned" from three to five items.

3 Three to GO!

- ✓ Enjoy your outdoor field trip!
- ✓ Take photos to record experiences.



4 Four to reflect...

- ✓ Give yourself and your students an opportunity to reflect and absorb the new concepts from the field trip.
- ✓ Undertake post field trip activities to increase learning as well as reinforce long term memory.
- ✓ Complete any evaluations and send to the organization or facilitator—make recommendations.
- ✓ Summarize the experience, note any changes you would make and share the successes!