Field Trip Checklist

Although this is not an exhaustive checklist of everything you need to do to plan a field trip, it gives a general overview of what to do, along with some tips on about things that you might not consider. Make sure to follow your school’s field trip protocols.

**Planning**

- □ Choose a Scenic Hudson Park to visit
- □ Call Scenic Hudson to confirm availability of your selected dates, fill out and submit the group application and group agreement
  - **Tip:** Ask about bus drop off/pick up and parking
- □ Call to arrange transportation
- □ Plan a pre-trip scouting mission to see the site for yourself and plan out your day
  - **Tip:** Scout out bathrooms, best places for eating, activity areas, etc.
- □ Get field trip information and permission slips to students
- □ Plan activities to do at the park
  - **Tip:** Think of ways that you can connect your classroom curriculum with a trip to the park
  - **Tip:** Check with Scenic Hudson staff for ideas on what you can do
- □ Find other teachers or retired teaching friends who will help lead an activity at the park
  - **Tip:** Splitting your class into smaller groups will make the day more effective for you and them. Find easy activities that chaperones can lead, like a scavenger hunt or drawing activity, while you teach some of the more difficult lessons.
- □ Make up a schedule for the day, including drop off and pick up times as well as activity session times and lunch.
  - **Tip:** This is a great resource to hand to all chaperones, bus drivers, etc.
  - **Tip:** Include details such as location of each activity
- □ Recruit chaperones to help out the day of the field trip
  - **Tip:** Your school may have a required student to chaperone ratio, but the more chaperones, the better! Especially for younger grade levels.
  - **Tip:** Outline duties for chaperones. Giving them specific tasks helps them to stay focused and helpful and makes the day less stressful for you.
  - **Tip:** Provide trip packet for chaperones, including:
    - Trip Itinerary/Schedule
    - Group/Chaperone List
    - Map
    - Any worksheets you are giving the students
    - Location of First-Aid Kit
    - Your contact information in case of emergency
Week Before the Field Trip:

☐ Send home reminders with trip information and how to prepare for the day

☐ Conduct a pre-trip lesson providing students with some prior knowledge of what they will be learning and setting out expectations for the field trip. Go over what students should bring, what they shouldn’t bring, what they should wear and what they shouldn’t wear.

   Tip: Check with Scenic Hudson staff for ideas on pre-trip lessons

Day of the Field Trip:

☐ Bring all important student information and emergency contact forms

☐ Bring First Aid Kit

☐ Bring the schedules you created

   Tip: Your careful planning before the field trip should make the day of run much smoother!

☐ Bring all the needed supplies for any activity

   Tip: Make a field trip “bin” in the weeks before the trip, put in all the necessary supplies (paper, pencils, crayons, magnifying glasses, field guides, etc.) then the morning of you can just grab it and go!

☐ Enjoy yourself!

   Tip: Your students will feed off your energy, if you are enjoying yourself, your students will enjoy themselves! Get excited, it’s contagious

After the Field Trip:

☐ Check the park for any missing items that might get left behind

☐ Thank all the chaperones and help

☐ Carry out what you carried in

   Tip: Teaching your students about carry-in carry-out principles is a great way to start building an environmental ethic. Encourage students to leave the park better than the way they found it.

☐ Conduct a post trip lesson connecting the field trip with class instruction to solidify learning