



FIELD TRIP CHECKLIST

Preliminary preparation

- Identify the benefits and reasons for the field trip.
- Finalize the budget for the trip
- Fundings for trips for the students who are unable to pay for the trip.
- Minimum and maximum number of students who can attend the trip in one go
- Age-limitation and grade limitation for the trip
- Approval from the authority for the trip

Pre-trip preparation

- Informing the location about the visit
- Contact transport services and discuss requirements
- Contact hotels or camps for student's stay (overnight trip)
- Mid-day snacks and water preparation
- Food services requirements (overnight trip)
- Identify potential hazards involved in the trip
- Arrange medical facilities required on the trip
- Get medical checkups done of all students before the trip
- Get the weather forecast checked and then plan the trip
- Necessary arrangements for children with special needs.
- Dress code for children
- Mandatory ID cards to carry
- Ensure you have additional teachers with you on the trip
- Ensure to carry the school's office and other important contact numbers with you during the trip
- Inform the cafeteria about the number of absent students for respective trip days



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On-the day preparation

- Attendance- sheet
- Ensure every kid has a driver's and teacher's number with them.
- Ensure everyone is in an appropriate dress with ID cards
- Signed consent of parents
- Check transport facilities once again
- Check meal facilities once again
- Ensure every kid is aware of the rules and regulations
- Ensure you have a portable medical box with you during the trip
- Check if special arrangements are made or not for children with special needs
- Hand overpasses or tickets to children

After-trip preparations

- Feedback forms for children
- Feedback forms from parents
- Developed visuals and videos for the school's record purpose
- Thank you mail to transport, food, and housing facilities
- In-depth field trip report to the principal



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Documents that need to be signed by parents

- Consent form signed by children (above 18)
- Consent form signed by parents (both for above and below 18)
- Detailed information on trip schedule, housing, and food preparations
- Detailed information on medical facilities
- Transport details
- Information regarding children's drop-off point for parents
- Parent's agreement on children's pickup points
- Collect emergency contacts from parents in case of need
- Details on the trip's terms and conditions including involved hazards and activities
- Provide parents with emergency contacts like driver's chaperones, etc., in case of needs
- List of materials that children need to bring with them including water bottles, notebooks, etc.
- List of material that is not allowed on the trip