

FIELD TRIP CHECKLIST

(Adapted from: "Teach the Mind, Touch the Spirit-A Guide to Focused Field Trips" Field Museum of Natural History, Chicago)

Decide Why and Where You Are Going

1. How does taking a field trip relate to your classroom studies?
2. Where would you like to go?
3. On what areas would you like to focus?
4. What is the theme of your field trip?
5. What are your objectives for the field trip?
6. What information will tell you if you have achieved your objectives?
7. How will you obtain that information?

Visit the Museum/Site Before Your Field Trip

8. Which exhibits would you like to use?
9. Are there any special conditions you will need to accommodate?
10. What are your alternatives if the exhibits you planned to use are closed on the day of your trip?
11. What are the rules and procedures for group visits?
12. What are your plans for lunches?
13. Do you have a map of the museum/site?
14. Does the museum/site have other information you need or can use?
Does it provide special programs, services, or facilities for school groups?
15. Do you have some pictures, slides, or post- cards of the museum/site?
16. Do you know your way around the museum/site?

Make Advance Arrangements

17. What are your school's procedures for field trips?
18. What is the tentative date of your field trip?
19. Do you need (and have) permission from your school administration to take a field trip?
20. Have you made reservations at the museum/site for your trip?
21. What transportation arrangements do you need to make?
22. Have you kept copies of forms, requests, reservations, etc.?
23. Have you sent out and received permission slips from parents?
24. Have you recruited the chaperones you need?
25. Have you sent confirmation to the chaperones stating the date and time you will be expecting them?
26. Do you need to make reservations fro lunch space or lunches at the site?
27. Have you arrange for payment of field trip expenses?
28. What is your policy about visits to the museum/site gift shop?

Pre-Trip Activities: Introduce Museums / Community Site

29. What pre-trip activities have you planned to introduce your students to the field trip site?

Pre-Trip Activities: Practice Perceptual Skills

30. What pre-trip activities have you planned to enable your students to try out and practice perceptual skills? (touch-boxes, sounds, smells, same-different, matching, sketching, color)
31. Do the objects you plan to use in these activities relate to the theme of your field trip?

Pre-Trip Activities: Introduce the Field Trip Subject

32. What pre-trip activities have you planned that pertain to the subject matter of your field trip? (vocabulary, experience chart, artifacts, speakers, research groups, develop worksheet)



Plan Field Trip Activities

33. Will your students be participating in a museum/site-let program or tour?
34. If so, have you called the guide to talk to him/her about your students' background and preparation for the trip?
35. Will your students be using worksheets you've developed as a basis for their museum/site activities?
36. What other activities will your students do at the museum?
37. Have you planned the work in modular units (in case some children finish sooner than other)?
38. Have you emphasized using perceptual skills?
39. Are the activities varied intellectually?
40. Is the physical pace varied?
41. Is there variety in how students are grouped for museum/site activities?

Plan Travel Activities

42. Do you plan to have your students participate in travel activities?
43. Can you anticipate any problems? Do you have a plan to cope with them?

Review Field Trip Plans With Chaperones

44. When will you meet with chaperones to review your plans for the trip?
45. Have you prepared an informational packet about the trip for each chaperone?
46. Do the chaperones understand what you would like them and your students to do?

THE BIG DAY!!!

47. Gather everything you will need for the trip.
48. Review plans and schedule with students and chaperones.
49. Give the bus driver a map, parking information, and a schedule. Get the bus number.
50. Bathroom stop before boarding the bus.
51. Have students board the bus and put on nametags.
52. Conduct travel activities.
53. Register at the museum/site.
54. Bathroom stop and headcount.
55. Give a brief orientation to the site; review what to do if anyone gets lost.
56. Conduct at-site activities.
57. Adjust the pace as you see the need.
58. Finish activities and stop at the gift shop if you've planned to do so.
59. Move to the exit, do headcounts, and board the bus.
60. Carry out return trip travel activities.
61. Notify your supervisor when you return to the school.
62. Discuss the trip with students.

Post-Trip Activities

63. What are your plans for following-up the field trip activities? (murals, dioramas, newspapers, letters, tape recordings, posters, plays/skits, creative writing, travel brochure, museum memory capsule)
64. What were your students' reactions to the trip?
65. What did they learn from their worksheets or other activities?

Evaluation of the Field Trip

66. Does the kind of feedback you elicited from your students allow you to tell if you met your objectives for the trip?
67. Did you meet your trip objectives?
68. What did the chaperones think of the trip?
69. How did your students evaluate their trip?
70. What were your impressions, opinions, and ideas about the trip?
71. Were there any problems you could avoid next time?
72. Did anything surprise you?
73. What improvements or changes would you make next time?
74. Is it all written down for future reference?