FIELD TRIP & TOUR PLANNING CHECKLIST

Deciding Where to Go and When

- ❑ What do the members to see and learn?
- ❑ When will the trip occur?
  - School holiday / long weekends
- ❑ Other factors to consider
  - Weather conditions
  - Available transportation

Before the Field Trip or Tour

- ❑ Develop a tentative schedule
- ❑ Contact the host of the tour
  - Explain the purpose of the tour
  - Size of your group
  - Any limitations / special needs
- ❑ Parent permission / health forms
  - (Hand these out far enough in advance so there is time to get them back.)
  - Make sure you have all permission forms before departing on the trip
  - Copy all forms for the MSUE Office
- ❑ Insurance
- ❑ First Aid Kit
- ❑ Transportation
  - Drivers / leaders / chaperones
  - Maps and directions to destinations
- ❑ Food
  - Sack lunches with cold storage
  - Restaurant plans w/ reservations
- ❑ Cost
  - Work w/ members to create a budget
- ❑ Chaperones
  - Ensure correct gender ratio
  - Define roles and responsibilities
  - Comply w/ overnight housing policies

Meeting Before Field trip or Tour

- ❑ Distribute the schedule
- ❑ Collect health forms
- ❑ Collect fees / payments
- ❑ Discuss:
  - Departure & pick-up locations
  - Contact numbers
  - Dress Code requirements per county policy
  - Behavior expectations & consequences

Day of the Field Trip or Tour

- ❑ Gather group and take attendance
- ❑ Check for:
  - Health Forms
  - Money / Fees
  - Clothing & Footwear
  - Any parent/ participant questions
- ❑ Introduce all volunteers, chaperones, hosts
- ❑ Keep the group together
- ❑ Handle conduct problems
- ❑ Stay on schedule

After the Field Trip or Tour

- ❑ Review the tour
  - What did they learn ?
  - What did they see?
  - How does it all relate to them ?
  - How can they apply it to their lives / projects?
- ❑ Have members send thank you notes to tour hosts, volunteers, chaperones
- ❑ Have members submit a news article w/ photo to local newspaper
- ❑ Pay any final expenses
- ❑ Prepare a final report w/ photos for
  - Club Scrapbook
  - County Newsletter / County Web Site