

Coordinating a Field Trip In a Nutshell

Select a date.

Check with field trip coordinator to verify date doesn't clash with another event.

Gather important information from location contact person, such as the following:

(see planning list, too)

cost

map

time frame/schedule

parking location

address for thank you cards

location for lunch

what to bring (bug spray, quilts or chairs, sunscreen, pencil/paper, etc.)

Announce the field trip: Write a detailed announcement and email it to field trip coordinator, who will pass it on to Academic Activities Coordinator, who will announce it through the email loop to the group, put it on the calendar, and get it in the newsletter and announcements. Be sure to include the specifics of time, location, ages, parking arrangements, what to bring, and cost, whatever our families need to know to be prepared to get the most from the trip.

Monitor signup list.

Touch base with vendor as trip approaches.

On the day of the trip, arrive early to check the signup list as people arrive and be in charge (help everyone get the information they need to get the most out of the trip without getting in the way of the trip itself)

Make sure everyone has the address for thank you cards. Be sure to send one yourself.

Give signup list to field trip coordinator, who will give it to academic activities coordinator.