

FIELD TRIP/ACTIVITY PLANNING SHEET

1. Collect information about your field trip idea and then telephone the place to set up the event.

Place _____

Telephone Number _____

Location _____

Directions _____

Date _____

Time _____

Cost _____

Ask for group rate with minimum number of students required.

Does money need to be sent in advance to you, or may they pay the day of the field trip?

Number of Students Allowed _____

Age Specifications _____

Ask if whole families are allowed or if only certain ages are.

Requests made by field trip location _____

Your contact info (address or telephone number or e-mail)

2. Send information to CHESS (chess09@live.com) or add a calendar item at www.homeschool-life.com/mo/chess. Include your contact info for correspondence. (Also on the website, you can use "sign-up administration" to gather sign-ups.) Also include any info you wish parent to know, including a good description of this activity. Also, you may want to say that each parent is accompanying and overseeing his children at an event. *The field trip coordinator is simply setting up the opportunity.* If participants wish, they may express thanks verbally or with a group or individual card.

3. Contact Judy Cureton, sbcureton@embarqmail.com or 573-364-3104 if you need help setting up your activity.