Field Trip Checklist

Forest, Pond, Salt Marsh or Geological Roadcut
Science Museum

Pre-trip Walkthrough

- Locate site (Seek out HS or College science teachers who regularly take students on science field trips and ask them for the best places and if they would walk you through the site.)
- Get directions from school to site
- Get tour of site
    - Identify any site dangers (holes, wells, caustic plants, poisonous animals)
    - Identify if bathrooms are available (develop contingency plan if not)
    - Identify best collection areas at site

Logistics

- Consider teaming up with another class (reduces per student cost, may reduce the number of required chaperones, may enrich the trip if the other class is more experienced)
- Obtain District Approval, Principal approval
- Determine Date, Time & Place (rain date?)
- Arrange Transportation
- Are there any costs students will be responsible for?
    - If so, collect fees along with written permission
    - Seek district funding to cover low-income student fees
- Arrange for snack or lunch as needed (include bus driver)
- Confirm availability of First Aid kit
- Obtain written permission from parent/guardian
- Talk to nurse about medications and epi-pens kit, etc
- Talk to cafeteria staff about trip to prepare meals for students
- Bring extra sets of "large" clothing for emergencies
- Have communication with school at all times
- Have a list of appropriate things kids need to go on the trip
- Trash bags in case of rain for quick ponchos
- Arrange coverage for classes you will miss
- Communicate home and to school about drop off and pick up times

- Attendance list to be sure everyone is back on the bus
- Activities for students with physical disabilities

Humanpower

- Arrange for Chaperones (1 adult every 8 students for ponds and salt marsh)
- Are any chaperones certified in First Aid or CPR?
- Would any chaperones be willing to bring their cell phone for emergency use?

Materials

- Jars with lids (holes punched out of some lids)
- Nets
- Magnifying glasses
- Pond, field, plant, or geology guides
- Camera to document the trip

Pre-Trip Classroom Activities

- Create field trip "buddies"
- Define buddy roles & responsibilities, practice roles
- Discuss proper trip behaviors with class
- Conduct "What will we find?" classroom discussion
- Set up aquaria, terraria, etc. if bringing organisms back to the classroom

Post-Trip Classroom Activities

- Conduct "What did we find?" discussion (including surprises, what we learned, and what we want to know, or learn more about)
- Where in the pond (salt marsh or forest) were certain organisms? What about their structure let them live there?
- What will we need to supply them with to keep them alive (if organisms were brought back to class)?