

Planning your Adopt A Class Field Trip

For many Adopters, arranging the annual field trip can seem like a rather daunting task. By following these guidelines, your work will be simplified. Make sure you plan for all possible contingencies, from surprise snow days to no show busses. Being prepared is the best way to ensure success. If you plan the field trip properly, it can truly be a memorable and meaningful experience for everyone involved!

Steps For Planning a Field Trip

1. Work with your teacher to determine an appropriate destination – ideally one that ties into what your company does/the curriculum
2. Ensure your teacher has administration approval
3. Arrange bussing
4. Don't forget about lunch!
5. Plan an appropriate schedule
6. Determine chaperone needs
7. Make sure your teacher has secured signed permission slips

This is just a starting point for planning your field trip. You may find additional steps are needed. Please share any feedback with us at Adopt A Class at kate@aacmentors.org

1. Choose A Destination

We highly suggest that your field trip destination be to your place of business. An experience at your company offices will go far in enhancing and reinforcing the relationship with your mentees. You have likely talked with the students about your career, and now you have the opportunity to show them first-hand what it looks like and feels like to be in your profession. Be sure to review location specifics with your teacher and discuss any concerns (parking, small spaces) or hazards (machinery, loud noises) prior to solidifying your destination.

Once you have narrowed it down, talk to your teammates about unique spaces at your destination that you may want to include in your facility tour. Does your company have cool cyber security equipment the kids may be interested in or is there an opportunity to have lunch in the top floor board room? You may also want to ask for student input as you are planning your destination. Sometimes what may not seem very interesting to us as adults may be something that is really interesting to your students.

If you do not have the ability or option to take your students back to your place of business, there are several other options to investigate. We wonderful, and plentiful, options here in Cincinnati. These options often also have discounted rates for volunteer groups. Check out the many options included in our Adopt A Class [Field Trip Database](#).

Finally, if you are not able to take the kids on an out of school field trip, please consider an in-school field trip experience. Many programs will bring an activity to the classroom that will provide a unique experience without leaving the school building. A listing of many options is also available in our Adopt A Class [Field Trip Database](#).

2. Ensure your teacher partner has administration approval

Before you get too far into the process of planning your field trip, it is necessary for your teacher to verify the dates, times and destination with his/her administration. It is important to do this early on in the school year to avoid any issues that may arise.

3. Arrange Bussing

Arranging transportation can be a bit more challenging than you may think. But remember, NO BUS, NO FIELD TRIP! Plan this step a minimum of 3 months prior to your trip date (if possible) to allow for the bus company to have enough time to make sure they can find a driver and have an available bus.

Busing for most field trips will cost between \$160-\$220 and will vary depending on timing and distance of travel. This fee can be paid by the Adopter directly to the bus company, or by the Adopter to the school. Talk with your teacher about his/her school's preference. Most buses will accommodate an average for 45-60 riders (1 bus can hold approximately 2 elementary classes).

Popular bus companies in the Cincinnati region are:

- First Student www.firststudentinc.com (513) 761-2230 ext. 124
 - Pricing: \$172.50 for minimum 3 hours and \$57.59 for each additional hour
- Petermann www.petermannbus.com (513) 351-7383
 - Pricing: TBD

4. Don't Forget Lunch

There are many options for how to handle feeding your mentees while on the field trip. Before making a selection, be mindful of any allergies or dietary restrictions. Your teacher should be able to provide this information to you.

1. **On site lunchroom/restaurant:** Sometimes the facility will have a restaurant or cafeteria on-site that you can utilize for lunch. Check with onsite management to see if this is an option on the date/time you plan to have lunch.
2. **Bring a brown bag lunch:** Since most, if not all, of your students will be eligible for lunch from the school, you can work with your teacher to have these lunches packed and the students can bring them to the destination.
3. **Order In:** You may find a simple solution is to order lunch from a local restaurant that will deliver to you. The downside is this option is often the most expensive for the Adopters.

5. Plan an Appropriate Schedule.

Begin by setting the start and end times for your field trip. Most trips are 2-4 hours. Work to plan as-close-to-exact times as possible for the different activities during the day. Think through different departments, interesting spaces and fascinating people/occupations that you want to expose your students to during their time at your office. Break your time up into small activities and try to stick to the time allotted for each activity. Talk with your teacher and/or your students directly about specific interests that they have prior to your field trip and try to incorporate this into your field trip where possible. Plan your activities carefully and have back up plans should weather, activities, or student behavior not go according to plan. Remember that your mentees are in a new environment and out of their normal routine. A common practice that helps stay on schedule is to create a "passport" for the different stops on your field trip. Students can draw an X through each "stop" on their "journey."

6. Determine Chaperone Needs.

Talk with your teacher partner about adult supervision needs. The school will likely have ratio requirements and your teacher will be able to organize parent volunteers as needed. Make sure you plan to have the additional visitors when organizing food and materials.

7. The Permission Slip

Your school will have a standard permission slip that they will send home with their students. You may want to consider adding specific clauses as it pertains to your Adopt A Class field trip. Often Adopters want to take photos on the field trip, so a photo release specific to the field trip gives you authority to do that. See below for suggested language.

- Check here if you **do not** give permission for images of the above named child to be captured during the **ORGANIZATION NAME**-Adopt A Class Field trip through video, photo and digital camera. These images are to be used solely for the purposes of **ORGANIZATION NAME** and Adopt A Class for promotional material and publications. I waive any rights of compensation or ownership.

You may also have release of liability language you want to include specific to the location/destination of your field trip. It is suggested that you work with your internal legal department to draft this language.

Day of the Trip Tips

- Check in with your teacher a week or so before your field trip to make sure all students have their permission slips signed and are approved to go on the field trip.
- Have your team wear something that makes them easily identifiable on the field trip day; Think bright colors, corporate logos or specific shirts. This will help the kids stay with the group.
- Give instructions to the students multiple times and make sure they are heard and understood. Check for understanding by getting a few of the students to repeat them back to you.
- Provide ground rules for the field trip. Some areas to cover would be voice level, bathroom rules, off limit spaces.
- Because your students will likely be meeting new people, have nametags for them. You can print them out, or have the students make their own. Either way this will help with conversation and connection throughout the day.

**** DO NOT BE ALONE WITH ANY STUDENT AT ANY TIME ****

**** If a student needs to use the restroom, you are to let the teacher know.**

Please do not accompany any students to the restroom.