

UNCOVERING PASSION. EXPLORING POTENTIAL.



FIELD TRIP PLANNING

RESOURCE GUIDE

Field Trip Agenda Template



FOR MORE INFORMATION, VISIT:

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FIELD TRIP AGENDA TEMPLATE

- Date of Field Trip:
- Arrival time of busses:
- Arrival Address:
- Arrival details (*parking details, specific entrance/door location and details for loading students*):
- Preparatory Details:
- Important Day of Contact Info:
 - Team Lead:
 - Co-Team Lead:
 - Teacher:
 - Transportation:

- Stop One:
 - Time:
 - Location:
 - Speaker:
 - Materials:
 - Details:

- Stop Two:
 - Time:
 - Location:
 - Speaker:
 - Materials:
 - Details:

- Stop Three:
 - Time:
 - Location:
 - Speaker:
 - Materials:
 - Details:



SAMPLE FIELD TRIP AGENDA TEMPLATE

- Date of Field Trip: May 1, 2021
- Arrival time of busses: 9:20
- Arrival Address: Acme Bank 12345 Acme Lane, Cincinnati Ohio, 45202
- Arrival details: Busses should park in the small lot to left after entering through main gate, then students should proceed to door on the right marked 1C, Bob from finance will meet the students and Mrs. Smith and escort to training room on 2nd floor.
- Preparatory Details: Our students will be divided into 2 groups by our teacher, Mrs. Smith. Mrs. Smith will accompany one group and her paraprofessional Mr. Johnson will chaperone the second group through the stations.
- Important Day of Contact Info:
 - Mary (Team Lead) – 513.987.6543
 - Bob (co-team lead)- 513.555.1234
 - Mrs. Smith (Teacher) – 513.112.2334
 - First Student Bussing – 513.241.2200
- Stop One: Administrative & Safety
 - Time: 9:30-9:45
 - Location: Training Room
 - Speaker: Mary
 - Materials: nametags, safety glasses and donuts will be placed at each seat for students
 - Details: Mary will welcome the students, provide an overview and cover safety protocols for the visit

*** split into two groups – group A goes with Ms. Smith & Mary (and 2 additional mentors) to Stop two and group B goes with Mr. Johnson and Bob (and 2 additional mentors) to stop three***

- Stop Two: Cybersecurity
 - Time:
 - Group A 9:45-10:10
 - Group B 11:15-11:45
 - Location: Cybersecurity Lab
 - Speaker: Marcus, Head of Cybersecurity
 - Materials: overhead projector, worksheets, pencil
 - Details: Ed will lead students through an overview of cybersecurity at the bank, then pass out password safety worksheets that students will work on in small groups with help of mentors

- Stop Three: Customer Service
 - Time:
 - Group B 9:45-10:10
 - Group A 10:15-10:40
 - Location: 4th floor board room
 - Speaker: Alecia, Customer Service Manager
 - Materials: phone line, candy
 - Details: Alecia will lead a discussion of what is customer service and what skills are used in a customer service career. She will then do some fun customer service role playing with the students. If they provide great customer service, they win a piece of candy.

- Stop Four: HR
 - Time:
 - Group B 10:15-10:40
 - Group A 10:45-11:10
 - Location: HR Conference Room
 - Speaker: Anthony, HR Business Partner
 - Materials: Resume worksheet, pencils
 - Details: Anthony will talk with students about human resources and interviewing for jobs at the bank. Students and mentors will create fictional resume and practice interviewing skills including handshakes and eye contact.

- Stop Five: Marketing
 - Time:
 - Group B 10:45-11:10
 - Group A 11:15-11:45
 - Location: Marketing Conference Room
 - Speaker: Zoey, Senior VP of Marketing
 - Materials: Projector and slide deck
 - Details: Zoey will lead explain what branding is and how it is an integral part of our Marketing strategy. She will also plan brand recognition bingo with the kids.

- Stop Six: Lunch & Wrap Up Jeopardy
 - Time:
 - All students: 11:50-12:35
 - Location: Training Room
 - Speaker: Mary
 - Materials: Pizza and Drinks
 - Details: Mary has organized a delivery from LaRosa's for students and staff. Will need help from all mentors to serve students. As students finish lunch Mary will lead a version of jeopardy focused on topics covered on the stops throughout the tour.

*** Students will depart to bus at the conclusion of jeopardy or 12:35, whichever occurs first.***