ADOPT A CLASS

FIELD TRIP PLANNING

RESOURCE GUIDE

Step-by-step instructions for Teachers

Planning the Field Trip

The annual field trip with your mentor company can be one of the most fun and impactful parts of the mentoring relationship. Follow this outline for arranging all the details of the field trip for a quick and easy planning process!

Teacher Planning Instructions:

1. Choose a Destination

- For most of our students, the best Adopt A Class field trip destination will be your mentor company's place of business. An experience at company offices, production facility or retail location will go far in enhancing and reinforcing the relationship students and exposing them to opportunities that expand their career horizons. Be sure to review location specifics with your team lead and discuss any concerns (parking, small spaces) or hazards (machinery, loud noises) prior to solidifying your destination.
- If you do not have the ability or option to take your students back to your mentor company's place of business, there are several other options to check out. These options are available 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 (perhaps there are logistical or behavioral challenges for your group), please consider an in-school field trip experience. A listing of these options are also available in our Adopt A Class **Field Trip Database.**

2. Ensure Administration Approval

- Before you get too far into the process of planning your field trip, verify the dates, times and destination with your administration. It is important to do this early on in the school year to avoid any issues that may arise.
- This is usually a great point in time to loop in your Resource Coordinator to help.

3. Arrange Bussing

- Arranging transportation can be a more challenging part of planning a field trip. We recommend doing this early, as soon as your dates are confirmed.
- Talk with your Resource Coordinator to learn of funding availability for transportation. If your school does not have the funds, often your mentor company will provide reimbursement for the expense directly to your school. They may need an invoice, if so ask your front office to produce it.
  - If your mentor company is a non-profit, government or civic group, you can apply to our **Field Trip Mini Grant** to cover the cost of bussing for your field trip.

4. Don't Forget Lunch

- Talk with your team lead about lunch options.
  - Will the team arrange for lunch to be delivered by a local restaurant?
    - If so, make sure to tell your team lead of any dietary restrictions for your students
  - Will you need to contact your school's cafeteria to have your classes lunches bagged for the field trip?

5. Review the Schedule

- Your team lead should have planned a thorough schedule for your field trip day. However, it is best for you to review it to make sure the schedule aligns with your student's needs (allows for chaperoned bathroom breaks, time for questions, not too much down time).

6. Determine Chaperone Needs

- You will need to ensure that you have the appropriate number of chaperones for the field trip. Your Adopt A Class team members are not permitted to be chaperones on your field trip.

7. Secure Signed Permission Slips

- In addition to any standard permission slip language from your school/district, your mentor company may have additional language they want included on the permission slip. This may include release of liability or other language.

8. Day of the Field Trip Tips!

- Check in with your team lead a week or so before your field trip to make all arrangements are set.
- Prep your students for the experience. Share with them information about where they are going, what they are likely to see and how they are to behave while on the field trip.
- Share your contact number with your team lead for any day of communication.