

UNCOVERING PASSION. EXPLORING POTENTIAL.



FIELD TRIP PLANNING

RESOURCE GUIDE

Step-by-step instructions for Team Leads



FOR MORE INFORMATION, VISIT:

WWW.AACMENTORS.ORG/FIELD-TRIPS/



PLANNING THE FIELD TRIP

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

TEAM LEAD PLANNING INSTRUCTIONS:

1. CHOOSE A DESTINATION

- For most of our teams, the best Adopt A Class field trip destination will be your place of business. An experience at company offices, production facility or retail location will go far in enhancing and reinforcing the relationship with your mentees and exposing them to opportunities that expand their own career horizons. 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 what it 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 confirmed that you will be taking your class back to your place of business, talk to your teammates and coworkers about unique spaces at your destination that you may want to include in your 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 tour. Sometimes what may not seem very interesting to us as adults may be something that is really cool 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 for you to choose from. These options often have free or discounted admission rates for students from title 1 schools (nearly all AAC schools meet this status). 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. Many programs will bring an activity to the classroom that will provide a unique experience without leaving the school building. A listing of these options is also available in our Adopt A Class **Field Trip Database**.



2. REVIEW BUSSING DETAILS WITH YOUR TEACHER

- Your teacher is the expert in making bussing arrangements to transport your students and they should take care of booking. Please do make sure to collaborate with him/her/them to ensure all the details are covered.
- During the booking process your teacher will likely use a school account or other credit card to pay for the bus. For most field trips the cost is between \$180-\$240 and will vary depending on timing and distance of travel. To reimburse the school for the cost of the bus, you will likely be asked to have a check written to the school directly. Talk with your teacher about the school's preference. Most buses will accommodate an average for 45-60 riders (1 bus can hold approximately 2 elementary classes).

3. DON'T FORGET LUNCH

- There are many options for how to handle feeding your mentees while on the field trip. Before selecting, be mindful of any allergies or dietary restrictions. Your teacher should be able to provide this information to you. Here are options to consider:
 - **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.
 - **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.
 - **Order In:** You may find a simple solution is to order lunch from a local restaurant that will deliver to you.

4. 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.



4. PLAN AN APPROPRIATE SCHEDULE (CONTINUED)

- 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. You can use our **Field Trip Agenda Template** to help you format your field trip plans.

5. THE PERMISSION SLIP

- Your school will have a standard permission slip they will send home with their students. Your teacher is responsible for securing the signed permission slips.
 - You may 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.

6. DAY OF THE FIELD 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.
- Nametags are incredibly helpful on a field trip, for both students and mentors. You can print them out, or have the students make their own. Either way this will help with conversation and connection throughout the day.

REMEMBER!

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. Do not accompany any students to the restroom.