

Field Trip Checklist

A planning and packing checklist for a school field trip.

Permissions and paperwork

- ☐ Get school administration approval for the trip.
- ☐ Send permission slips home with a clear deadline.
Track which students have returned them.
- ☐ Collect medical, allergy and emergency contact details.
- ☐ Confirm liability and photo consent forms are signed.
- ☐ Prepare a roster of all attending students.
- ☐ Arrange coverage for any students staying behind.

Transportation and logistics

- ☐ Book and confirm transportation for the group.
- ☐ Confirm the destination booking and arrival time.
- ☐ Plan the departure and return schedule.
- ☐ Share the itinerary with staff and chaperones.
- ☐ Confirm meal and restroom break plans.
- ☐ Send a detailed note home to families.

Supplies to bring

- ☐ Pack a complete first-aid kit.
- ☐ Bring the student roster and contact list.
- ☐ Carry printed copies of medical information.
- ☐ Pack name tags or matching identifiers.
- ☐ Bring any worksheets or activity materials.
- ☐ Carry water, snacks and spare supplies.

Safety and supervision

- ☐ Confirm enough chaperones for the group size.
- ☐ Assign each chaperone a small named group.
- ☐ Brief everyone on rules and meeting points.
- ☐ Plan a procedure for a separated student.
- ☐ Take a headcount before and after each stop.
Count again before boarding for return.
- ☐ Keep a charged phone and emergency numbers ready.

Wrap-up

- ☐ Do a final headcount before leaving the site.
- ☐ Collect all supplies and check for lost items.
- ☐ Confirm every student is accounted for on return.
- ☐ Release students to authorized adults only.
- ☐ Thank chaperones and the destination staff.
- ☐ Gather feedback and note improvements for next time.