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.