



TEACHER CHECKLIST

(Share with all teachers attending Field Trip)



All paperwork and curriculum information for your Field Trip is available under the “Resources” tab of our website.

Before the Trip

- Verify participation dates** with the principal and master calendar.
- Arrange transportation.** Limit the number of cars. More than 6 cars may require drop off or pick up. **Parking Fees** may be required at some sites if there are an excess of cars attending the Field Trip.
- Generate a purchase order** to expedite payment which is due to the Orange County Department of Education within 30 days of the date your district receives the invoice.
- Complete the Trip Schedule and fax it to (714) 649-0162 at least four weeks before your trip.** This form may also be emailed or mailed via district or U.S. mail. A copy of the Trip Schedule was sent to your school with the Letter of Participation. You can also download a copy of the Trip Schedule from our website.
- Create student groups of about 18 students and complete the group list** with the other participating teachers.
- Make student name tags** using the provided name tag sheet. **Laminate** them and use safety pins to fasten them.
- Collect signed medical release forms. The Orange County Department of Education forms are required and will be kept by our staff.**
- Arrange for group leaders.** Only adults over 18 may be group leaders. Other guests and siblings are not allowed.
- Arrange for an emergency driver.** It is recommended that an adult accompany your group in a private car.
- Instruct students in academic preparation.** Include behavior standards and consequences of poor behavior with the students.

Day of the Trip

- Bring medical release forms for all students.**
- Bring map to site for bus driver.** Maps to our sites are available on our website. Often times the physical address and the location of the Field Trip are at different locations.
- Cross out absences on the group list and make 2 copies per field trip.**
- If you are eating lunch on site, the students’ lunches should be labeled with their names and group names. Divide lunches by group names, not by classroom, into large labeled boxes.**

After the Trip

- Send completed evaluation forms to Inside the Outdoors or complete the evaluation online.
- An invoice will be sent to your school or school district after your participation. Include the invoice number on the check.