

HOW TO PLAN A FIELD TRIP

- ❖ First, after you chose the date and venue contact the vendor for ticket pricing and receive a quote from them.
- ❖ Take that information to Myra to let her create a purchase order for it and give you an approximate cost.
- ❖ Next, go to the Jessamine Co. website, in the search box type in "field trip forms" and create a field trip form online. (This form can also be found under Faculty/Staff→ Field Trip Information on the RDES webpage.) Send the completed form to Beth via email and after approval she will send it on to Central Office for acceptance.
- ❖ Then contact the cafeteria manager to let them know about the field trip date. If you are not eating at a restaurant they will need to know how many sack lunches to have ready.
- ❖ Create a field trip letter to go home to all parents: you may want to include a section where they can help pay for another child while paying for their own.
- ❖ Turn in all money for the field trip as you receive it with a multiple receipt form.
- ❖ The day before the event give Myra and the cafeteria a final headcount.
- ❖ The morning of the trip, give Myra a copy of a current class list for each class going. The check will require a receipt to be returned to Myra when you get back.
- ❖ Make sure to take certain items with you: cell phone emergency cards, current class list, crackers, water, Wal-Mart

bag for sickness, peppermints, a small first aid kit, any medicines or inhalers for students.