

Field Trip Checklist

Before Your Field Trip:

- Confirm transportation arrangements and directions
- Collect permission slips and money (if needed)
- Make lunch arrangements
- Visit <http://rpsec.usca.edu/student/> to review programs and standards correlations
- Notify RPSEC if student numbers, program needs and/or arrival time has **CHANGED**

Before You Leave School:

- Pre-divide students and lunches according to guidelines
- Pre-assign chaperones to groups
- Count all of your students AND all of your chaperones

When You Arrive at the RPSEC:

- Buses should pull into curved driveway in front of RPSEC to drop off students, **ASK** the bus driver what your **DEPARTURE TIME** will need to be
- Group leader reports to the main office with **TOTAL** number of students, chaperones and payment
- Line up students in one, two or three even groups (no more than 30 students per group)
- Groups enter through double door entrance, line up, and wait for instructions

When You Get Back to School:

- Discuss the field trip with your students
- Return teacher evaluation/feedback form if you did not leave it at the RPSEC
- Join our Facebook Fan Site

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