

Field Trip Checklist

- **Obtain approval from your principal or organization's leadership**

- __ See Field Trip Highlights located in the Resources Tab of the program you registered for if you need curricular support

- **Verify that your email booking confirmation is correct**

- __ Check the date, time, location, number of students, number of chaperones, your contact information and any additional notes

- **Arrange for chaperones**

- __ FTF highly recommends a minimum of 1 chaperone per 7 students
 - __ Please contact FTF for guidance if your ratio is 1 to 4 or less, as it does affect total group size

- **Make transportation arrangements**

- __ You are responsible for all transportation arrangements and related fees for your group

- **Use the Field Trip Factory email reminders as benchmarks to help prepare in advance**

- __ **30 Day Advance Reminder (if applicable):** Check field trip approval and transportation status
 - __ **7 Day Advance Reminder:** Notify support@FieldTripFactory.com if your number of participants or chaperones has changed from your original booking - Please also confirm directly with store location contact (See your email confirmation for store contact info)
 - __ **2 Day Advance Reminder:** Ensure all permissions and transportation arrangements are final

- **Use the pre-field trip activity to prepare students for the experience**

- __ Pre/Post field trip activities are available in the Resources Tab of the program you registered for at FieldTripFactory.com
 - __ Review behavior expectations with students and chaperones to ensure everyone is ready to focus and engage with the field trip leader

- **Communicate any issues, questions or changes to the Field Trip Factory Call Center at least 24 hours prior to your scheduled field trip, if possible**

- __ US: 800.987.6409 | Canada: 855.383.0900 | support@FieldTripFactory.com

- **Enjoy your experience and let us know how it went!**

- __ A quick online rating link will be emailed to you the day after your experience - We read all submissions and value all feedback
 - __ Remember to use the post-field trip activity
 - __ Help spread the word about FTF's free experiences to friends and colleagues on social media
 - __ Send in a photo from your field trip and you could win a \$50 gift card:
www.FieldTripFactory.com/photos