



FIELD TRIP PROCEDURES

1. Four weeks before the field trip, select the places to be visited and contact the public relations department.
2. Establish a link with the public relations contact person. Explain that your class is studying (topic or issue) and request permission to visit the site in question. Also, ask if someone can meet the group to present a brief talk and answer questions.
3. After the initial arrangements have been made, send a follow-up confirmation letter. (See Field Trip Letters for an example)
4. Prepare an itinerary based on the participating places. (see sample itinerary)
5. Notify the appropriate school administrator. (see sample letter)
6. Two weeks before the field trip, distribute information to the students including the trip cost, lunch information, departure and return times, pick-up location, letters and permission slips to parents. (see sample letter)
7. Two weeks before the field trip, arrange for transportation via chartered bus or school bus depending on the circumstances.
8. Establish the deadline for returning parent permission forms. One week before the trip is adequate.
9. Three days before the trip, compile a list of the students going on the field trip. Distribute this letter to the teachers. At some schools, it may be necessary to have an administrator co-sign the letter. (see sample letter)
10. On the day of the trip, check the roll using the list compiled earlier. Before leaving the campus, leave the list with the attendance office.
11. Notify the appropriate administrator of your departure and return.
12. On the day following the field trip, send a thank you letter to participants that represented the place that you visited. (see sample thank you letter)

Tip: when preparing for field trips, trial run the route while sitting toward the back of a bus or van to make sure that everyone will be able to see the features that are obvious from the front seat.

*Excerpted from:

Texas Alliance for Geographic Education. *Young Geographers Alliance: Program Guide*. (San Marcos, Texas: Southwest Texas State University, 1991), 12-16.

FIELD TRIP SUGGESTIONS

- Farm or ranch
- Weather station
- Television/Radio station (Weather bureau)
- State/National Park
- Museums - especially ones that show regional culture
- Unusual geographic formations in your area
- Plant/Factory
- Festival/Community celebration
- Nursing home - especially one that might have several ethnic groups that could be interviewed
- Cemetery - grave stone rubbings lead to some great follow up lessons
- Grocery store - Tour the produce section to identify the different fruits and vegetables and locate where the produce grows on a world map.
- Zoo - Do a study on endangered animals. Locate these animals on a world map.
- Post Office - Ask to see different collections of stamps and locate their origin.
- Hydroelectric dam
- Wastewater sewage treatment plant

*The list is limited only to the imagination of the students and teacher.

FIELD TRIP LETTERS

LETTERS TO PARENTS:

Dear Parent or Guardian:

Our field trip to _____ is an enrichment activity for our Y.G.A. club. There will be _____ adults going on the trip and about _____ students.

Depending on the number of students going, the cost of the bus will be between \$7.00 and \$8.50. In order to determine the exact cost, it is necessary to know how many students are participating as soon as possible.

Please sign the permission slip and return by (date). The cost of the bus is the same, no matter how many students go. Therefore, once the rate per student is determined, and the student commits himself/herself to go, the money cannot be refunded. If you will return the permission slip by (date), I will be able to tell the students the exact cost the next day.

Thank you for your cooperation. We look forward to an interesting and rewarding time. Please do not hesitate to call me at (number) if you have any questions.

Sincerely,

LETTER TO TEACHERS:

Dear Teachers:

Please excuse the following students on (date and time). They will be involved in a Young Geographers field trip to (place or places). You may ask the students to share some of their experiences upon their return.

Thank you for your cooperation. (Students listed by alphabetical order and grade or class.)

Sincerely,

LETTER TO ADMINISTRATOR:

Dear

My Y.G.A. club has planned a field trip focusing on(issue). The trip plans are to leave the school campus at (date and time) via school bus/charter bus and return by (time). The attached itinerary indicates the time we will visit each place. The people who will make presentations at each site have been contacted and are looking forward to our visit.

The students and I would like to invite you to be our guest on the trip. We believe this is a unique opportunity to experience (issue or topic). Please let us know of your decision by (date). If you have questions or concerns, please do not hesitate to contact us in Room_____.

Sincerely,

CONFIRMATION LETTER:

Dear

Thank you very much for agreeing to meet our Y.G.A. club on (date) at (time). As noted when I talked with you, our club is interested in (topic or issue). Therefore, the students would like to hear a brief description of the services you provide. Also, the students would like to ask some questions about your operation.

Again, thank you. I am looking forward to seeing you on (date).

Sincerely,

THANK YOU LETTER:

Dear

Our Young Geographers Club would like to thank you for the time you spent with us on our recent field trip. Your presentation and the answers to our questions helped to make our field trip a wonderful learning experience. Certainly, it is people like you who enhance public education.

Again, thank you for your help.

Sincerely,