

## Teacher Checklist - Walking or Day Trip

This checklist covers suggested components for safely engaging students in an outdoor walking field trip. There may be other formal expectations at the school and district level that are specific to your school district. Please seek out further details from your district regarding field trip requirements.

1. Permission Forms Returned to Office
2. Pre-walk route and area to be used for class. Eliminate or minimize any safety hazards that are present within your desired location.
3. Safety Talk with Class
  - Maintain group contact
  - Appropriate footwear and clothing
  - Expectations: What do you want students to achieve during the trip
4. Equipment check to ensure everything is prepared
  - First Aid Kit is stocked
  - Batteries charged (Cameras, iPods, etc.)
  - Clipboards
  - Two-way radios
5. Trip Plan filed with Administration
6. Weather Check
7. Group List with pertinent medical needs listed