**FIELD TRIP- CHECKLIST**

**Checklist**

**Luncheon**

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# Field Trip Checklist

# Use this checklist to plan and prepare for the Ready Set Succeed Buddy Visits.

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| --- |
| pre-planning |
|  |
|  | Dates Confirmed for 3 Visits  |  |  | Administrator/District Approval |
|  | Time Confirmed for 3 Visits |  |  | Elementary School Nurse Informed/Paperwork |
|  | School Sites Confirmed |  |  | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  |  |  |  |  |
| logistical information |
|  |  |  |  |  |
|  | Transportation for 3 Visits |  |  | Updated Potty Schedule for Visit  |
|  | Permission Slips for Preschool Children |  |  | Emergency Plan Updated for Visit  |
|  | Teacher/Staff Supervisors Confirmed |  |  | State Licensing Informed of Visit |
|  | Volunteer Assistance Confirmed |  |  | Clearance for family members that are attending:  |
|  | Teacher/Student Ratio Calculated  |  |  | Other:  |
|  | Medical Forms Updated/Confirmed |  |  | Other: |
|  | Buddy Visit T-Shirts Purchased  |  |  | Other:  |
|  | Classroom Medical/First Aid Bags |  |  | Other: |
|  | Alternative Activity for Children Who Can’t Attend  |  |  | Other:  |
|  | Teachers Confirmed for Children Not Attending |  |  |  |
|  |  |  |  |  |
| Buddy visit 1 |
|  |
|  | Lesson/Activity Plan Confirmed  |  |  | Other:  |
|  | Schedule Confirmed  |  |  | Other:  |
|  | Principal Visit Confirmed |  |  | Other:  |
|  | Child Pair Assignment Confirmed |  |  | Other:  |
|  | Teacher Assignment Confirmed |  |  | Other:  |
|  | Snack (Yes or No)  |  |  | Other:  |
|  | Volunteer Assignments Provided |  |  | Other:  |
|  | Other:  |  |  | Other:  |
|  | Other:  |  |  | Other:  |

#

|  |
| --- |
| Buddy Visit 2  |
|  |
|  | Lesson/Activity Plan Confirmed |  |  | Other:  |
|  | Schedule Confirmed |  |  | Other:  |
|  | Lunch Schedule Confirmed  |  |  | Other:  |
|  | Payment for Lunches Confirmed |  |  | Other:  |
|  | Food Allergy List Updated |  |  | Other:  |
|  | Teacher Assignment Confirmed  |  |  |  |
|  | Volunteer Assignments Provided |  |  |  |
|  |
| Buddy Visit 3 |
|  |
|  | Lesson/Activity Plan Confirmed  |  |  | Other: |
|  | Schedule Confirmed  |  |  | Other: |
|  | Principal Visit Confirmed |  |  | Other:  |
|  | Child Pair Assignment Confirmed |  |  | Other:  |
|  | Teacher Assignment Confirmed |  |  | Other:  |
|  | Snack (Yes or No)  |  |  | Other:  |
|  | Volunteer Assignments Provided |  |  |  |