**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.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | |  | |  | |  | |