



# And AWAY We Go!!!



Destination: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Common Core Standards Addressed: \_\_\_\_\_

Classes Attending Trip: \_\_\_\_\_

Total # of Students: \_\_\_\_\_ # of Buses Needed \_\_\_\_\_

Travel Time to Destination: \_\_\_\_\_ Hours \_\_\_\_\_ Minutes

Departure from School: \_\_\_\_\_ Arrival at Destination: \_\_\_\_\_

Departure from Destination: \_\_\_\_\_ Arrival at School: \_\_\_\_\_

Contacts & Numbers for Destination:

Name: \_\_\_\_\_ # \_\_\_\_\_

Name: \_\_\_\_\_ # \_\_\_\_\_

Lunch Arrangements:      At Destination      Sack Lunch

Cost per Student: \$ \_\_\_\_\_ (Admission)      \$ \_\_\_\_\_ (Lunch)

# of Chaperones Needed: \_\_\_\_\_

Other Pertinent Information: \_\_\_\_\_

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**\*\*Attach a copy of the MapQuest directions to the destination.**



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### Checklist:

- \_\_\_\_\_ Called Destination for Reservations & Directions
- \_\_\_\_\_ Turned in School Paperwork
- \_\_\_\_\_ Turned in Transportation Paperwork
- \_\_\_\_\_ Sent Home Permission Slips (Translated Copy to ESL Families)
- \_\_\_\_\_ Notified Cafeteria of Change in Lunch Plans/Sack Lunch Order
- \_\_\_\_\_ Notified Special Area Teachers
- \_\_\_\_\_ Notified Support Staff (Special Education Teachers, Instructional Assistants, etc)
- \_\_\_\_\_ Checked with Nurse about Student Meds
- \_\_\_\_\_ Double Checked Student Permission Slips Returned
- \_\_\_\_\_ Made Contact with All Chaperones (Day, Date, Time & Where to Meet)
- \_\_\_\_\_ Packed a First Aid Kit for the Trip
- \_\_\_\_\_ Printed a Student Emergency Number List for Trip
- \_\_\_\_\_ Sent Home a Reminder Slip to All Students and Chaperones about Trip (Including Reminder about Lunch & Plans for Inclement Weather)

**DAY OF THE STUDY TRIP: DON'T FORGET!!**

***Lunches (from home and cafeteria), Student Meds, Student Emergency Number List, First Aid Kit, AND...***

***DOUBLE and TRIPLE count the kids before leaving, on the bus, off the bus, returning to bus and back in the building! 😊***



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# of Groups: \_\_\_\_\_

# of Students per Group: \_\_\_\_\_

*\*\*Print as many of this page as needed.*

<p>Chaperone Name: _____</p> <p>Students: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Chaperone Name: _____</p> <p>Students: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Chaperone Name: _____</p> <p>Students: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Chaperone Name: _____</p> <p>Students: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Chaperone Name: _____</p> <p>Students: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Chaperone Name: _____</p> <p>Students: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>



**And AWAY We Go!!!**



**Important Chaperone Information**

**Chaperone Name:** \_\_\_\_\_

Thanks so much for joining us on our study trip today! Without parents like you we wouldn't be able to give our students these important educational experiences outside of our building!

Here are the names of the students you have been assigned for today:

**Student Names**

**Special Instructions**

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**Teacher Cell Phone Number:** \_\_\_\_\_

**School Telephone Number:** \_\_\_\_\_

**Special Instructions/Meeting Times for Today:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_