



Planning a successful field trip

Before your field trip:

- ☐ Review field trip guidelines.
- ☐ Obtain signed permission slips according to your school or organizations' guidelines.
- ☐ If your students are bringing lunch please make arrangements with the Education Department for outdoor space.
- ☐ Provide your transportation provider with the schedule and parking information.
- ☐ Review manners, expectations, and tour information with the students and chaperones.

Day of field trip:

- ☐ Arrive 5-10 minutes prior to your scheduled tour time.
- ☐ Upon arrival allow students a restroom break.
- ☐ Please hand out any homework assignments to be completed during the tour before the tour starts.

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