



Field Trip Coordinator



01

Schedule

Identify available options and confirm best dates with teacher

02

Confirmation

Confirm field trip booking with the destination

03

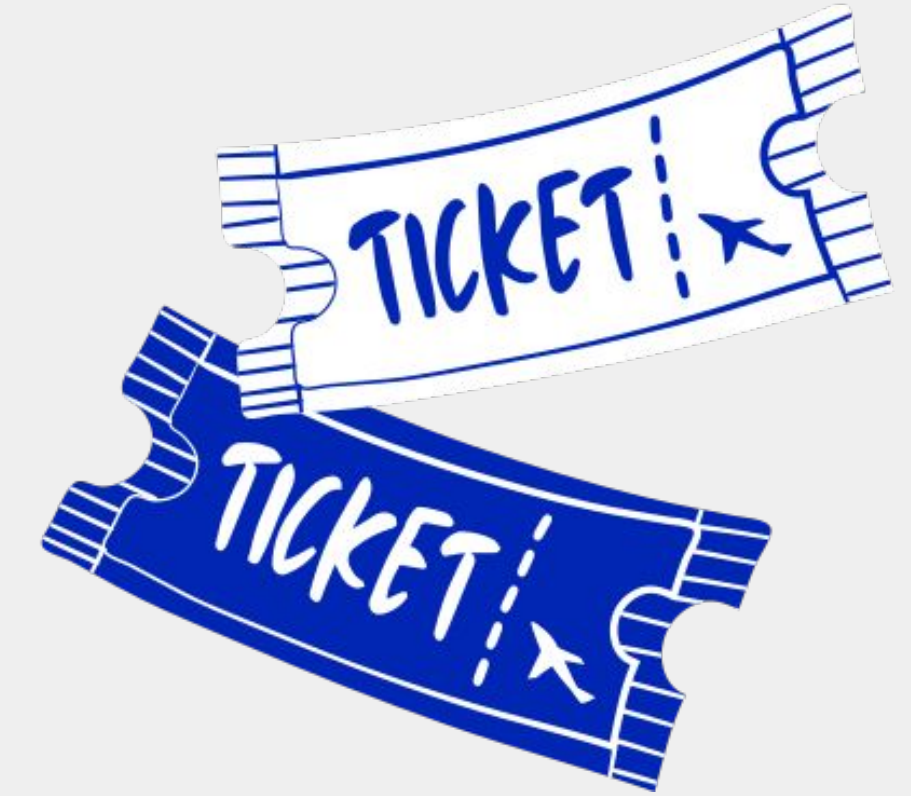
Communicate

Share final booking information with the classroom teacher

04

Payment

Work with the Fairwood Alliance to pay for field trip
treasurer@fairwoodexplorer.org



Booking Field Trips

Preparing for Field Trips

Permission Slips

Coordinate with teacher to send out, collect, and track permission slips.

Chaperones

Identify possible chaperones based on sign ups from permission slip.

Check Status

Check chaperone approval status to ensure volunteers are cleared to chaperone. The teacher can share a master list with you.

Check Driver Clearance

If parents will drive, check driver clearance. Be sure to double check expiration dates before each trip.

Chaperone Packet

In collaboration with teacher, prepare chaperone packet and schedule.

Lunch Order

Submit a lunch order form to the kitchen at least one week prior to the field trip. (Teacher has the form)

For Overnight Field Trips

Organize costumes, meals, or other gear for the field trip.



Volunteer Questions?

Lisa Walker in the front office can help you look up volunteer submissions to double check documentation.



Driver Volunteer Paperwork

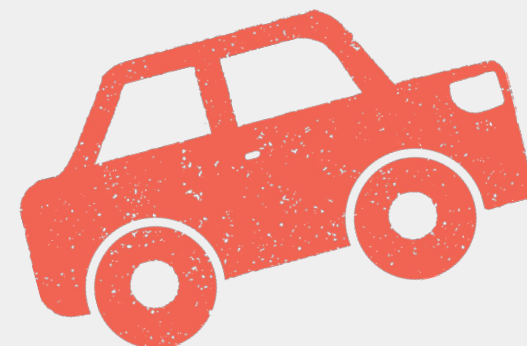
Driver Information Form

All drivers must submit an information form that lists important details such as car information, insurance policy number, and contact information

Driver information submitted through Better Impact will be printed and placed in the Field Trip Coordinator binder in the office. It is the responsibility of the coordinator to check these documents and keep records of when they expire. A monthly check for expirations is recommended. If a parent does not submit the documents through Better Impact, they can be submitted directly to the Field Trip Coordinator.

Driver's License

Check that the driver's license is valid, and will be valid for the entire school year. If it will expire, make a note of this on the classroom volunteer spreadsheet and follow-up to get a new copy once it is renewed.



Insurance

All drivers must have a minimum \$100,000 liability insurance policy. Be sure the documentation includes:

- Name of the volunteer on the policy
- Proof of a minimum \$100,000 liability policy
- Valid dates
 - If policy will expire prior to end of school year, make a note on the class spreadsheet and request a new copy once it is renewed.

Important Tips



Confidentiality

In your role, you will have conversations that may include sensitive details about students and families. It is important to respect their privacy. Only speak about students or families with the classroom teacher or the school administration.

Connect

Connecting with other Field Trip Coordinators can help you with ideas. You can view a list of Field Coordinators on Konstella.



Collaborate

Partnering with the Classroom Coordinator can help you share the load.

Check-In

A regular check-in with the classroom teacher will ensure you are always in the know!

