

**PACT  
Field Trip Plan**

*Post - Field Trip Plan on Classroom Door for parents*

This field trip is to enhance the classroom study \_\_\_\_\_ planned for CB Lesson Week #: \_\_\_\_\_

Date of field trip: \_\_\_\_\_ Location/address of Field Trip: \_\_\_\_\_

Contact Person at location: \_\_\_\_\_ Phone number for location: \_\_\_\_\_

Transportation arrangements have been made prior to committing to field trip plans. Y \_\_\_\_\_ N \_\_\_\_\_

Break Schedule for Transportation Staff : \_\_\_\_\_ **(Send copy to Transportation staff)**

Each child has written permission to participate in activities planned for field trip Yes \_\_\_ No \_\_\_

SS has reviewed field trip plan/location Yes \_\_\_ No \_\_\_

CB\_\_HB\_\_ CC\_\_ Teacher(s): \_\_\_\_\_ Class#/SA#: \_\_\_\_\_

Time Line	Planned Activity
	Field trip t-shirts Discuss Field Trip Rules/Activity Assign children to staff/volunteers

Children's Attendance	Children's Attendance	Parent/Staff Attendance
1	12	1
2	13	2
3	14	3
4	15	4
5	16	5
6	17	6
7	18	7
8	17	___ HB will attach the Field Trip Permission forms to this plan.  ___ CB: send the Field Trip Permission forms only to CO. Original field trip plan is given to SS.
9	18	
10	19	
11	20	

*Supervisor is responsible for the Field Trip Location. Reminder - Notify Transportation 2 weeks prior to field trip.*

*Send plan to Supervisor 2 weeks prior to Field Trip date for approval.*

*End of year field trip - Send copy of this plan with Request for Event Pay to Fiscal Officer.*