

## Destination Ag: Field Trip Checklist

Use the following checklist to help plan your Destination Ag field trip. This is a fillable document so you may take notes as needed! If there are any questions, please contact Kelly Scott, [kscott@abac.edu](mailto:kscott@abac.edu), 229/391-5221.

| Date:  |     |     |
|--|-----|-----|
| Review Policies & Procedures for all details regarding your field trip, or visit <a href="https://gma.abac.edu/education/destination-ag/">https://gma.abac.edu/education/destination-ag/</a> . | Yes | N/A |
| 4+ Weeks Prior   |     |     |
| Decide which sessions to take and complete the <a href="#">Lead Teacher Registration Form</a>  |     |     |
| Book transportation  |     |     |
| Schedule sack lunches  |     |     |
| Communicate with all teachers the date of the field trip   |     |     |
| 2-3+ Weeks Prior   |     |     |
| Confirm student numbers with teachers and the Museum   |     |     |
| Notify Museum of any additional needs (allergies, wheelchair users, visually impaired, etc.)   |     |     |
| Assign a teaching group name to each classroom when names are received from the Museum   |     |     |
| Send home field trip permission and media release forms  |     |     |
| Meet with teachers and other group leaders to review policies and expectations; remind them this is NOT a historic trip  |     |     |
| Remind any additional adults they will need to pay Museum admission (excludes bus drivers, teachers, para -pros, assistant teachers)   |     |     |
| Share additional web resources which assist teachers integrating the field trip into their classroom   |     |     |
| 1 Week Prior   |     |     |
| Review behavior expectations with students and remind them what to wear  |     |     |
| Send home a reminder field trip letter; reminding guardians what students should wear to prepare for weather   |     |     |

### Notes

### Field Trip Day

|  |  |  |
|--|--|--|
| All buses stop at the Country Store to check in; chaperones stop at the Country Store to purchase Museum admission |  |  |
| Provide student numbers to the GMA staff at the Country Store  |  |  |
| Buses drive to the back parking lot to unload students and lunches   |  |  |
| Hand any media release forms to GMA staff  |  |  |
| Have one teacher/adult with each teaching group  |  |  |
| Have fun!  |  |  |

### 1-2 Weeks After Trip

|   |  |  |
|---|--|--|
| Use the Art and Writing Contest as a Language Arts tool in your classroom                           |  |  |
| <ul style="list-style-type: none"> <li>Send in your classroom entry before the deadline!</li> </ul> |  |  |

### Notes

