

## Why take this field trip?

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StoryWalk is the perfect field trip opportunity! When thinking about visiting StoryWalk, it is important to consider how your field trip will support your curriculum. Think about what you want your students to gain, structure of trip, key vocabulary that will be a part of the trip, curriculum materials or guides, and essential concepts.

## Preparing students

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When students are given instructions prior to their field trip, they learn and retain more information.

**Introduce the trip as a part of a lesson.** Sometimes, the Partnership for Children of Lenoir and Greene Counties will have lesson objectives listed on our website at [www.lgpfc.org](http://www.lgpfc.org). Current stories will be listed so that you have the opportunity to tie in or develop your own lesson plans.

**Stimulate students' interest for the trip.** Use photos, brochures, or videos. Please use social media and send pictures to Partnership for Children of Lenoir and Greene Counties



**Discuss your expectations for learning and behavior.** Prepare them mentally for the experience by reviewing a *schedule of activities or itinerary*. Remind students of the consequences of inappropriate behavior during the trip.

**Prepare students with a twenty-four hour “staging period.”** Remind students to get a good night’s rest and to eat a nutritious breakfast prior to departure. Remind them to dress appropriately for walking, playing, and eating outdoors.

**Develop a schedule of activities or itinerary.** Review this with students and ask them to agree to follow this schedule. You can ask them to sign the itinerary as they would a learning contract.

## Preparing others

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**Obtain prior approval from your school or school system.** Though you may have standing permission from your administration, there may be other events that require students to be present on that day. Check your school’s calendar before you schedule your trip.

**Obtain parental permissions.** Your school may have a standard form for permissions. Remember to carefully describe why the field trip is important and how it relates to the curriculum. Consider using the permission form as a recruiting tool for chaperones.

**Complete medical permission forms.** Unless you are traveling with an insured travel company, you may have to create your own medical permission form which includes all information related to student health, insurance, and parental permission for medical treatment in the case of an emergency. For example forms, conduct a web search for “medical permission form” and “travel” or a search on “medical release form.”

**Prepare chaperones for their role.** Send a letter or hold a meeting with chaperones prior to the trip to establish agreement of chaperone role and responsibility. Don’t take for granted that adults will intuitively know their role. Review your expectations of how they will assist you to ensure student learning and safety.

**Hold a meeting with bus driver(s).** Whether you are using your school system’s buses or traveling with a private bus company, make sure to introduce yourself as the lead teacher to all drivers. Thank them in advance for helping you to make the trip run smoothly. Make sure they know where you are going and that they have a copy of the itinerary which should have departure and arrival times for all activities.

## Preparing yourself

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**Conduct a pre-visit to scout the site.** Do you know where the restrooms are located? Are there any possible distractions nearby like a music store or candy store? What do you know about accessibility of the site for your physically challenged students? What spaces are available for students to take notes, make sketches, or take pictures or video? Can you obtain a map of the visit to share with students in advance? What can you discern about crowd control within the visit space? How will students with special needs be affected by various noises, people, lighting, and other environmental factors? Feel free to contact Kinston/Lenoir County Parks and Recreation for park information.

**Develop a participant checklist.** Develop a system for accounting for everyone on the trip, including chaperones. This may be a checklist with everyone’s name that you can check off as you depart for various stages of the trip. You might also consider assigning a number to each participant and conduct a “count off” before leaving.

**Check the weather in advance.** Check weather conditions of your destination at least a week in advance and then again one day prior to the trip so that you can prepare yourself and your participants accordingly.

## What to bring along

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Each field trip will dictate its own supply list, but there are some common considerations that are worth noting before you leave.

### For students:

- Hard surface like a clipboard for note-taking or sketching
- Container (zip-lock bag, grocery bag, etc.) for collecting artifacts
- Pens, pencils, crayons, markers, and paper; handheld devices/phones for recording.

### For teachers:

- Container for class supplies, a first-aid kit, and a container to protect student prescribed medications. For foreign travel, make sure students bring a note from their doctor or pharmacist to accompany prescribed medicines to facilitate passage through customs. For any travel, prescription medicines should be transported in their original container.
- A “Hot File” — a plastic, sealable file or large manila envelope to transport the following important documents:
  1. Emergency contact information for your school and school system
  2. List of students who must take medication during the trip
  3. For travel out of state or foreign travel, copies of insurance documents
  4. Checklist of all students and chaperones in attendance
  5. Extra cash for emergency situations
  6. Contact information of site contact(s), i.e., name, phone number, role, and office location on site.
  7. Trip itinerary
- Cell phone for emergency calls and wrong turns
- Student identifiers. To easily spot your students in a crowded space, think about how you will identify them with a quick glance. One teacher suggests creating tie-dye T-shirts with young students prior to the trip that they will wear on that day.
- Consider inviting another faculty member along who might take this trip in the future. They can shadow you while also serving as a chaperone!

ENJOY YOUR FIELD TRIP!

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