

Field Trip Planning Record

Please remember that this is only a guideline to help you remember things. Some field trips will not require all of this and some may require more. Just read over the form, use what you need and disregard the rest.

Name Of Field Trip: _____

Contact Information:

Name of contact: _____

Title of contact (if applicable) _____

Address of contact: _____

Phone number of contact: _____

Field Trip Date: _____ Field Trip Time: _____

Field trip guide must know number attending by what date: _____

Money due to field trip guide by: _____

Cost: _____ Method of payment accepted: _____

I need to collect payment: yes no We will pay individually at the door: yes no

NOTE: It is strongly recommended that payment be made before the trip so there aren't a lot of no shows. No shows cause BHEA and homeschoolers to look bad.

Where to park: _____ Where to meet: _____

Directions to field trip location: _____

Activity Coordinator notified of field trip and date on: _____

RSVP Deadline: _____ Payment Deadline: _____

How do you want to be contacted for RSVP's (phone, email or both): _____

Money sent or ready to take to field trip: yes Date money sent, if sent before trip: _____

Bathroom available at field trip destinations: yes no Babies/toddlers welcome: yes no

Strollers allowed: yes no

Carpool meeting place: _____ Departure time: _____

Special clothing required: none or explain _____

Bring along: nothing or explain _____

Plans for after field trip (i.e. picnic, playing, eat a restaurant, etc.) _____

Date field trip information put on BHEA Yahoo Group Loop: _____

Date field trip information submitted to BHEA THIS WEEK: _____

Date field trip information submitted to BHEA newsletter (deadline 21st of each month): _____
Use old field trip ads as a guide for your ad.

Date thank you note sent: _____