

## Citizen Science Field Trip Planning Checklist

DATE \_\_\_\_\_

PROJECT \_\_\_\_\_

CONTACTS \_\_\_\_\_

\_\_\_\_\_

✓	TASK	NOTES
	Date(s) chosen (include rain date, if needed)	
	Notify and get permission from administration and staff	
	Make plans with field site managers or educators, if needed	
	Secure transportation	
	Send permission slips	
	Receive completed permission slips	
	Secure chaperones	
	Inform chaperones of responsibilities	
	Consider and plan for student medical and special needs	
	Make any needed lunch accommodations	
	Form student teams	
	Teams prepare	
	Gather all materials	
	Check that every group has all needed materials (with a checklist)	
	Practice methods in class or on school site	
	Go over rules for safety and behavior	
	Plan for weather	
	Arrange for all students to have appropriate clothing / shoes / gear	
	Plan for gear check	
	Pack first aid kit	
	Pack important contact information	
	Exchange contact information with chaperones and teachers	