

# Field Trip Information

Date of Visit: \_\_\_\_\_ Topic: \_\_\_\_\_

# Students: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Transportation: Bus Cars Length of visit: \_\_\_\_\_

Students with special needs or allergies: \_\_\_\_\_

## TEACHER CONTACT INFORMATION:

Name: \_\_\_\_\_

Best way to contact: \_\_\_phone \_\_\_email E-mail Address: \_\_\_\_\_

School Tel: \_\_\_\_\_ Teacher Tel: \_\_\_\_\_ When to Call: \_\_\_\_\_

## GOALS OF VISIT & ACTIVITIES PLANNED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CONFIRMATION PHONE CALL:

Date \_\_\_\_\_ Time Confirmation \_\_\_\_\_ # Students \_\_\_\_\_

Snack: Yes No \_\_\_\_\_

Pre/Post Activities \_\_\_\_\_

**CONFIRMATION LETTER:** Date Mailed \_\_\_\_\_

## PAYMENT:

# Students: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Chk # \_\_\_\_\_ School Billed: \_\_\_\_\_

## NOTES AND THINGS TO REMEMBER:

# Farm Visit Chaperone Letter

Dear Chaperones,

Thank you for volunteering to assist with the field trip to \_\_\_\_\_ Farm.

We encourage chaperone participation throughout the field trip. Your main responsibilities include:

- Keeping a total count of the students in your group
- Keeping an eye on groups of students during exploration
- Allowing students to make discoveries on their own
- Help facilitate proper behavior of students
- Being alert to potential hazards on the farm
- Having fun!

Some areas to be aware of for potential safety concerns on the farm are:

However, we have taken necessary precautions to ensure safety as a priority during student group visits.

Please notify me if any first aid issues should arise, your support is much appreciated! Also, please keep your conversations with other chaperones to a minimum as they may be distracting to the students as well as the teachers.

We are grateful that you have made special arrangements to be with us on the day of the field trip. Thank you for helping to make this a memorable experience for the students.

Sincerely,

# Confirmation Letter to School

Dear \_\_\_\_\_,

Thank you for your interest in visiting my farm. This letter is to confirm the plans for your upcoming visit and to help integrate the field trip into your classroom studies. Please review the following information and contact me as soon as possible with any changes. Please check the reverse side of this page for directions and parking information.

**Date of trip:** \_\_\_\_\_ **Time & length of trip:** \_\_\_\_\_  
**# of Students:** \_\_\_\_\_

**What to Wear:** You can expect to be outdoors for at least two hours. Vermont weather is anything but predictable, so please have students and chaperones come ready for anything — waterproof boots, long pants, warm jacket, and dress in layers!

**Group Sizes:** For the majority of the field trip we will be in small groups of 8-12 students. Prior to arriving, please divide your students into \_\_\_\_ groups. At least one chaperone is recommended per small group. Please have all the children wear visible name tags on their outdoor clothes.

**Chaperone Role:** We greatly value chaperone participation in order to make this a memorable experience for the students. Enclosed is a letter to chaperones outlining their responsibilities during the field trip. Please make sure they receive this letter prior to arrival.

**Cost:** The field trip price is \$\_\_\_\_\_ per student. Please pay *by check* on the day of the field trip. There is no charge for teachers and adult chaperones.

**Program Cancellation:** In case of inclement weather, your field trip may have to be cancelled, although we often hold the field trip rain or shine! I will call you at school at 8:00 AM if the weather is questionable. If you must cancel your field trip, please notify me as soon as possible so we can schedule another group.

**Enclosed Activities:** To make the most of your field trip, classroom work before and after your visit is highly recommended. Enclosed you will find activities suited to the classroom and related to this field trip theme. Please feel free to call me for further information or if you have any questions.

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**Group Sizes:**

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