FolarraStudio

Field Trip Planner

plan · explore · return

PRINTABLE · PERMISSION, GROUPS & CHECKLISTS

This Planner Belongs To

for teachers and group leaders

TEACHER _____

SCHOOL _____

GRADE / SUBJECT _____

ROOM _____

SCHOOL YEAR _____

How to use this planner

- Print the whole planner once, then print extra copies of the pages you use most, such as the Trip details and Permission slip pages.
- Print at 100% / Actual size on A4 or US Letter paper. The printable pages have a white background to save ink.
- Hole-punch the pages and keep them in a binder, so you can add pages any time.
- Every page is undated, so you can start in any month of any year.
- Fill in the trip details, send permission slips and split students into groups.
- Digital planner: open the hyperlinked PDF in any PDF annotation app and tap the tabs to jump between sections.

My teaching word for this year

Why I teach

Contents

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Trip Details

one trip per page

DESTINATION _____ DATE _____

DEPART _____ RETURN _____

COST _____ TRANSPORT _____

Learning goals

Contact on site

Lunch plan

Permission Slips

cut and send home

STUDENT _____

TRIP & DATE _____

COST _____

ALLERGIES / MEDICAL _____

EMERGENCY CONTACT _____

PARENT SIGNATURE _____

STUDENT _____

TRIP & DATE _____

COST _____

ALLERGIES / MEDICAL _____

EMERGENCY CONTACT _____

PARENT SIGNATURE _____

STUDENT _____

TRIP & DATE _____

COST _____

ALLERGIES / MEDICAL _____

EMERGENCY CONTACT _____

PARENT SIGNATURE _____

STUDENT _____

TRIP & DATE _____

COST _____

ALLERGIES / MEDICAL _____

EMERGENCY CONTACT _____

PARENT SIGNATURE _____

Permission & Payment Tracker

who is ready

STUDENT	SLIP IN	PAID	LUNCH	MEDICAL	NOTES
	☐	☐	☐	☐	
	☐	☐	☐	☐	
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Chaperone Groups

who goes with whom

CHAPERONE _____

PHONE _____

STUDENTS _____

MEETING POINT _____

CHAPERONE _____

PHONE _____

STUDENTS _____

MEETING POINT _____

CHAPERONE _____

PHONE _____

STUDENTS _____

MEETING POINT _____

CHAPERONE _____

PHONE _____

STUDENTS _____

MEETING POINT _____

Trip Checklist

before you go

Admin

- [ ] Approval
- [ ] Bus booked
- [ ] Venue confirmed
- [ ] Chaperones
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

On the day

- [ ] Head count
- [ ] Lunches
- [ ] Phone charged
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Pack

- [ ] First aid
- [ ] Medications
- [ ] Name tags
- [ ] Contact list
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Head Count Log

count at every stop

TIME	LOCATION	COUNT	CHECKED BY

Trip Reflection

after the trip

TRIP _____ DATE _____

What worked

Change next time

Student highlights

Notes



FolarraStudio

Thank you!

Thank you for choosing FolarraStudio. I hope this planner makes everyday life a little calmer and more organized. If you enjoy it, tell a friend about folarrastudio.com.

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