



Out of School Time

# Frontline Staff Leadership Training

## Five Tips for Successful Field Trips

### 1. Prepare your students academically

The best field trips are aligned with your themes. Giving students a clear background on the trip and its purpose can help them to get more meaning. Also taking a 'virtual' field trip before the actual event is a great way to help students make connections. Many sites have free curriculum to use before and after the trip. be sure to ask about that when you make reservations.

### 2. Prepare your students socially

Often, students who struggle behaviorally in the classroom will do great on a field trip. However, setting clear behavioral expectations and trying to model them can sometimes help avoid problems. Try specific norms for field trip behavior, including set consequences or particular signals to gather or meet up with your students.

### 3. Decreased student to adult ratio = increased student success

Having more adults around than usual can serve several purposes. It can help provide information, reading help, and academic support to students. Parent chaperones, school volunteers, and community workers can be great resources to tap. It can also be a great way to get parents involved with your program. Make sure to share phone numbers with all adult so that you can communicate any plans or needs while on your trip.

### 4. Do your homework

Try to visit the site either in person or virtually, so you are familiar with their program and opportunities. Make sure you have accurate and up-to-date emergency medical and contact information. Ask for information when you send home permission forms. Also, make sure you bring any personal supplies (comfort objects or medical necessities) that your students require. Additionally, make cards or tags for your students that have the school name and phone number on it in case they get separated from the group.

### 5. Follow up!

All learning experiences are enhanced by going above and beyond the experience itself. Have students create a presentation or product to highlight and explain their experience. Field trips can also seed ideas for research projects, book reports, web quests, and countless other projects.

#### OST Enrichment Coaches:

Angela Cardamon  
amjc.ost@gmail.com  
408-497-8380

Kate McCormick  
kate.mccormick.ost@gmail.com  
515-306-3260