



Ruth Patrick Science Education Center

University of South Carolina Aiken

Field Trip Checklist

Before Your Field Trip

- ☐ Confirm transportation arrangements and directions.
- ☐ Collect permission slips and money (if needed)
- ☐ Make lunch arrangements.
- ☐ Visit the RPSEC website to review programs and standards correlations.
- ☐ Notify RPSEC if student numbers, program needs, and/or arrival time has CHANGED.

Before You Leave School

- ☐ Pre-divide students and lunches according to guidelines
Pre-assign chaperones to groups
- ☐ Count all of your students AND all of your chaperones.

When You Arrive at the RPSEC

- ☐ Buses should pull into the curved driveway in front of RPSEC to drop off students. Ask bus driver what your DEPARTURE TIME is.
- ☐ The group leader reports to the main office with TOTAL number of students, chaperones, and payment.
- ☐ Line up students in one, two, or three even groups (no more than 30 students per group).
- ☐ Groups enter through the double-door entrance, line up, and wait for instructions.

When You Get Back to School

- ☐ Discuss the field trip with your students!
- ☐ Return the teacher evaluation/feedback form if you did not leave it at the RPSEC.
- ☐ Follow us on Facebook.