Teacher Checklist - Field Trip

***Inside the Outdoors*®

***Share with all teachers attending the Field Trip.
All paperwork and curriculum information for your Field Trip
is available under the "Resources" tab of our website.

Before the Trip

- ☐ Verify participation dates with the Principal and master calendar.
- ☐ Arrange transportation. Limit the number of cars. More than 6 cars may require drop off or pick up. Parking fees may be required if driving personal vehicles.
- ☐ Generate a purchase order to expedite payment which is due to the Orange County Department of Education within 30 days of the date your district receives the invoice.
- ☐ Complete the Trip Schedule and email it to itoregistration@ocde.us at least four weeks before your trip.
- ☐ Create student groups of about 18-20 students and complete the Group List with the other participating teachers.
- ☐ Make student name tags using the provided name tag sheet.
- ☐ Collect signed Medical Release forms. The Orange County Department of Education forms are required and will be kept by our staff.
- ☐ Instruct students in academic preparation. Include behavior standards and consequences of unwanted behavior with the students.

Day of the Trip

- ☐ Bring Medical Release forms for all students.
- ☐ Bring map to site for bus driver. Maps to our sites are available on our website.
- ☐ Cross out absences on the Group List and make 2 copies.
- ☐ If you are eating lunch on site, make sure lunches are in boxes separated and labeled by group names.

After the Trip

- ☐ Complete the evaluation online.
- ☐ An invoice will be sent to your school or school's district after your participation. Include the invoice number on the check.

Phone: 714-708-3885 **Email:** ITOregistration@ocde.us **Website:** insidetheoutdoors.org