CARDINAL COMPASS HOMESCHOOL NETWORK

Field-trip planning checklist

Free sample



Keep this page handy before booking, after confirmation, and on the day.

Before requesting a date

- [ ] Choose a learning goal, age range, and two possible dates.
- [ ] Confirm homeschool eligibility, minimum headcount or charge, fees, and booking deadline.
- [ ] Ask about accessibility, sensory needs, weather plans, and sibling participation.

After the organizer confirms

- [ ] Record the entrance, arrival time, parking, and contact number.
- [ ] Confirm payment and cancellation terms, adult ratio, lunch arrangements, and final headcount deadline.
- [ ] Send families the confirmed plan and assign chaperones.

On the day

- [ ] Bring a roster, contact information, and any required supplies.
- [ ] Give students one question to investigate. After the visit, share one observation and one new question.

Program and date

Organizer contact and group size

Notes