



# Teacher Checklist for Field Trips

Here are some checklists to prepare for your on-site visits to the Bay Area Discovery Museum (BADM)!

## Before Your Museum Visit

- If you have a class calendar, put your trip on there and start counting down the days to your field trip to build anticipation!
- Recruit chaperones. Try displaying photos from previous trips to get them excited!
- Remind parents about appropriate dress for children. Dress children in layers that can get messy.
- Plan lunch/snack.
- Plan pre/post activities for children relating to museum field trip. Go over the confirmation email you received for vocabulary ideas and curriculum information about your next trip.
- If students are wearing matching items (like t-shirts, name tags, etc.), start prepping for it.

## Day of Your Museum Visit

- Assign each adult chaperone a small group of children to supervise.
- Have accurate attendance sheet of all children and adults attending trip.
- Bring a camera!
- Slow down, allow children time to become immersed in activities and exhibit spaces.
- Distribute Bay Area Discovery Museum Admit 5 pass to parents who attend field trip.

## After Your Museum Visit

- Make sure every student takes home a Bay Area Discovery Museum Admit 5 Pass.
- Reflect on the trip with your co-teachers. How could you continue students' learning at school? Try sparking discussions with your team by asking questions like: What did your students most enjoy? What surprised you about the children you supervised on this trip? What was one activity or material that stood out to you at the museum? Why? What is something you could improve upon as a team on your next trip?