


## APPENDIX A

# Pre-trip Organizing and Communication Checklist

Use this checklist as a guide in your communications with the Food field trip site host.

### Contact Information

School	
Grade(s)	
Main school contact Name	
Main school contact phone and email	
Main site host contact Name	
Main site host contact phone and email	
Number of Students	



## Field Trip Goals

This is a wonderful learning and life opportunity for students to be connected to their regional food system. Let's help you get the most out of the experience by covering some of the basic details. Feel free to add in your own questions that will help you and your students get the most out of the field trip experience.

What are your goals for this field trip? What do you want your students to take away?

Is there anything in particular you want the students to see or experience?

What type of activities are you looking to do? Tour, work component, station activities? Who will lead/facilitate these activities (organizing educators, volunteers, or on-site hosts)?

How many people can the site/ host accommodate?

Do you want to collaborate with any other partners for this visit (regional food and education NGOs, universities, school videography/arts courses)?

What is the budget for the field trip? Is the funding secured?

## Transportation and Location

How far is the destination from the school?

- Ensure pick-up and drop-off are calculated into your day

Transportation: bus access?

- Where should the bus go when it arrives at the property
- Is there enough space for the bus to turn around/park?

Address, directions, and parking

Are there any special accessibility considerations?

- Any students who will need extra support or accommodations?

What is the budget for the field trip? Is the funding secured?

## Accessibility and Safety

You'll be visiting a working location, so it's important to be prepared for all potential risks, including allergies, water access, accessibility, and hazards. Add your own questions to ensure the needs are met for your specific students and context.

Allergies, special needs, and accessibility considerations
Accessibility and hazards <ul style="list-style-type: none"><li>– Identifying hazards and the boundaries of exploration or restricted areas</li></ul>
Access to water <ul style="list-style-type: none"><li>– Is there access to potable water on site?</li></ul>
Is there an area where students can eat? Will the food producer be providing food? If yes, can they accommodate dietary restrictions?
Do you have access to flushing toilets, washrooms with running water, or outhouses? <ul style="list-style-type: none"><li>– Hand washing stations</li></ul>
Is there an area that can be used as a classroom or central gathering/learning space?
Liability insurance? <ul style="list-style-type: none"><li>– Discuss with your admin/district and site host what insurance is needed and ensure proper coverage is obtained before the trip.</li></ul>
Any other safety concerns or accessibility considerations?

## Packing List

Depending on the time of year and type of food field trip you are embarking on, you may want to consider packing the following:

*Check with the host/producer before the trip to better understand what to pack for your specific trip*



Hats or headwear
Closed-toed shoes or rainboots
Rain jacket
Sunscreen
Allergy or other medications
Clothes that can get dirty
Gloves
Lunch and snacks (will the site hosts provide this or should students bring their own?)
Water bottle
Camera
First Aid kit
Emergency Contact List