

Planning your first field trip? Here are a few tips!

Determine *who*?

- Will you invite a full grade level? Mixed-grade classes? Special interest classes?
- Discuss possibilities with other relevant teachers.

Determine *when*?

- Check the district and school calendars for conflicts (early release days, holidays, breaks, testing, etc.).
- Check instructional calendar and/or lesson plan schedule.

Determine *how*?

- Check for district-wide and school-specific field trip planning policies.
- Talk to school administration for approval.
- Check district/school transportation. Are buses available?

Determine *why*?

- Does your district/school require documentation of curricular ties for your field trip?
- Do you have desired student learning outcomes from the field trip?

Determine *what (tour type)*?

- Browse MIM's menu of field trip tour types and choose the best fit for your students.
- <https://mim.org/field-trips/>

Do you teach in a MIM *partner school district*? (If you aren't sure, ask us!)

- Reach out to your district-level point of contact for details on field trip opportunities available to you.
- Submit your field trip request through your district field trip request spreadsheet.

Submit your *Field Trip Request*!

- If you do not teach in a MIM partner district, go online and complete the [Field Trip Request Form](#).
- Be on the lookout for a return email from MIM.
 - *If you have not received an email from us within 3–5 days of submitting please check your spam and junk folders or email us at GroupTours@MIM.org.*
- Your field trip is booked once you receive an email confirmation.

Confirm *transportation plans*.

- Confirm with transportation that buses are booked for you on the date and time of your field trip.

Prepare and distribute *permission slips*.

- Check with your site administration for guidelines about permission slips.
- Distribute permission slips to your students' caregivers at least two weeks before your field trip date.

Congratulations! MIM looks forward to seeing you on your field trip!