



Trip Planning Worksheet

RATIONALE:

This template is designed to help you plan day trips and overnight adventures, such as camping trips. This worksheet will guide you in thinking through all the necessary logistics, including safety and risk management, as well as clarifying and communicating the focus and goals of the trip.

INSTRUCTIONS:

This template is intended to be completed for each trip you have planned as part of your program.

1. Once you've got a trip in mind, review the template, and have an initial think through of who (e.g., volunteers) and what (e.g., materials) will be needed to complete it.
2. Start by filling in the basic information – the Trip Destination and Anticipated Date.
3. Write out the Trip Description. Try to answer these questions: why is this trip important and beneficial for the students? What will they learn from it? This description can be used to help communicate this trip to others, such as volunteers or organizations that will be involved.
4. Think of how many and which volunteers, knowledge holders, teachers, mentors, experts, or organizations you will need to coordinate with to make this trip happen. Reach out to these people/organizations and use the information you already filled in (e.g. dates, description) in inviting them to participate.
5. Using the checklists as a starting place, start making the necessary logistical, safety and risk management, and water safety preparations.
6. Break the overall trip down by what will happen each day and enter it into the itinerary table. If it's a one-day trip, it will still be helpful to write out the itinerary under Day 1.
7. Add any logistics that aren't in the list or other thoughts/ideas to the extra space on the bottom of the worksheet.
8. Update the worksheet as you continue your preparations and planning, checking off items on the checklists as you go and adding names of support people/organizations as they are confirmed.

TRIP DESTINATION:

ANTICIPATED DATE(S):

TRIP DESCRIPTION (including learning focus, goals and curriculum outcomes):

Names of any volunteers, knowledge holders, teachers, mentors, experts, or organizations you have invited to support or host this trip:

Use the checklists on the back of this page to help you plan and organize your trip.

**LOGISTICS CHECKLIST**

Have you organized and confirmed transportation to and from your destination?

Have you created an itinerary?

Have you contacted and confirmed volunteers and/or mentors to accompany you on the trip?

Have you created a meal plan, if needed?

Have you purchased the food supplies you need?

If your activity involves visiting another organization or business, have you contacted them and confirmed dates?

If your activity involves an overnight stay or a camping experience, have you made the necessary arrangements and/or gathered the camping supplies you need?

SAFETY AND RISK MANAGEMENT CHECKLIST**General**

Do you have signed consent forms for each intern/student?

Do you have a complete first aid kit?

Do all of the interns/students have everything they need (e.g., appropriate clothing, sunscreen, hats)?

Do you have enough food?

Do you have an appropriate communication device that you can use if you get into trouble?

Have you communicated any rules and/or behaviour expectations you may have to the interns/students?

Do you have an appropriate number of people coming who can help you with supervision?

Are you familiar with the destination? If not, have you contacted someone who has been there before to discuss the potential risks and hazards?

Have you discussed safety concerns and potential hazards with the interns/students and others coming on the trip?

Do you have a plan for what you will do in the case of an emergency?

Have you communicated this plan to the interns/students and others coming on the trip?

Water Safety

If using boat transport or visiting a water body such as a lake or a beach, do you know if everyone coming on the trip can swim?

If using boat transport, do you have enough life jackets for everyone?

If using boat transport, have you made sure to leave some time for going over boat safety skills and rules before departure?