**Space**

**Technology**

**and** **Robotic**

# Systems

**A CPA Lighthouse Academy**

Field Trips:

Getting it all Together

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**Field trips provide students with fun, educational experiences outside of the classroom. They are culminating activities that allow our students to put information that they have learned in the classroom to use. If you are a teacher who is planning a field trip, ensure that your students get the most out of it by planning the details ahead of time.**

**Questions to ask before you start planning:**

* **Which grade level/s will be participating**
* **How many will be going?**
* **Which budget will fund the trip?**
* **Date/s?**
* **What destination/s?**

**Four to Six Weeks Before:**

Here is a checklist of things to think about before your trip:

**Choose a field trip site:**

* Suggestions come from our STaRS Academy Coordinator and/or STaRS teachers.
* Research potential sites – Google maps is very useful in determining the itinerary.

**Choose Grade Level and Size of the Group**

**Get School/Board Approval:**

* Overnight trips require our School Board Approval – check Board Meeting dates and submit appropriate paperwork.

**Submit a Transportation Request:**

* Buses or Vans (If you are chartering a bus, proof of insurance may be required)

**Reserve the site:**

* Contact the field trip site to make reservations ***(list of sites included)***
* Do they require a security clearance? If so, what information is needed (full name, age, US citizen or permanent resident, CA ID or DL #).

**Recruit Chaperones:**

* Recruit potential chaperones (STaRS Academy staff and/or High School Administration)

**Two Weeks Before:**

**Notify Parents:**

* Send letter/permission slip home with appropriate students ***(sample included).***

**Notify Teachers:**

* Teachers must sign student In Lieu’s (excuse from class)

**One Week Before:**

* If needed, forward security clearance information.

**Two Days Before:**

Take this time to get everything ready to avoid last-minute surprises. Now that your advanced planning is done, you can take care of some final trip details.

**Confirm Site Reservations:**

* Contact hotels, museums, colleges etc.

**Confirm Transportation**

**Confirm Chaperones**

**Send final notice to student and parents:**

* Include what to bring (money for meals, what to wear etc.) and student’s itinerary ***(sample included).***

**Provide Itinerary and Maps for each vehicle: *(sample included)***

* Include contact information for each location
* Include student names and their permission slips
* Include checks and confirmations for hotels, museums etc.

**Sites we have visited over the last few years:**

**UC Berkeley**

**UC Santa Barbara**

**UC San Diego**

**UC Irvine**

**CSU Channel Islands**

**CSU Northridge**

**CSU San Jose**

**Cal Poly SLO**

**Stanford**

**USC**

**Santa Clara University**

**El Camino College**

**San Francisco Exploratorium**

**The Tech Museum of Innovation**

**Griffith Park Observatory**

**California Science Center**

**WESTEC -** Metalworking & Manufacturing Exposition and Conference.

**AeroDef -** Conference for the aerospace and defense manufacturing industry.

**NASA Ames Research Center**

**Jet Propulsion Lab**

**SpaceX**

**Haas Automation**

**Vandenberg Air Force Base**

**Topaz Solar Farm in Santa Margarita**

**Camp Whittier High Ropes Course**

**Magic Mountain**