



Field Trip/Activity Planning Worksheet

(Fill out this sheet with pertinent information, and then email ah@calvaryaurora.org with an announcement ready to forward to the group)

Field Trip/Activity Topic: _____

Parent Organizer: _____ Proposed Date(s): _____

Check with Master Calendar (Audra 303-668-7299): _____

Send email announcement with the following information to ah@calvaryaurora.org :

Place: _____

Address: _____

Date: _____ Time: _____

Directions: _____

Parking arrangements: _____

Group meeting place: _____

Time of arrival: _____ Length of tour: _____

Tour guide or self guided: _____ Strollers okay: _____

Age range of students: _____ Number of students permitted: _____

Number of parents needed: _____ Number of parents permitted: _____

Info to read prior to trip: _____ Picnic facilities: _____

Group rate: _____ Cost per student: _____ Cost per parent: _____

Amount due: _____ Date money due: _____

Make check payable to: _____ Payment method: _____

Items to bring on day of trip: _____

Additional instructions:

RSVP Contact: _____

RSVP deadline: _____

Phone: _____

Email: _____

Address: _____