

# CHELC Field Trip / Activity Planning Form

Name of Person Planning/Leading the Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Location / Destination: \_\_\_\_\_

Address: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

\_\_\_\_\_

Please list the website for the destination /activity, if available: \_\_\_\_\_

This activity is planned for ages (grades) \_\_\_\_\_ through \_\_\_\_\_

Age restrictions (i.e. no one under a certain age allowed, etc.) \_\_\_\_\_

Cost per person: Students \_\_\_\_\_ Adults \_\_\_\_\_

Group Discount (if available): \_\_\_\_\_

Payment due by: \_\_\_\_\_

Travel time needed (use MapQuest, etc., if in doubt) \_\_\_\_\_

Meeting place for group departure: \_\_\_\_\_

Planned departure time: \_\_\_\_\_

Amount of time to allow for activity: \_\_\_\_\_

Planned time to arrive back at starting point: \_\_\_\_\_

Lunch arrangements (i.e. Group picnic, lunch on your own, brown bag, lunch not necessary, etc.) \_\_\_\_\_

Any other information you think is important: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Group Notification:

\_\_\_\_\_ Contact Website Coordinator

\_\_\_\_\_ Contact Newsletter Coordinator

\_\_\_\_\_ Group Email Notice 1 month before and 1 week before

\_\_\_\_\_ Announce at Friday Forum