Where is the field trip going?
When is the field trip? What time?
Why is the field trip occurring?
   In the curriculum
   How does it meet the Utah Science Objectives?
Who is going on the field trip?
How much will it cost?
Should the children bring spending money? How much?
Lunch arrangements?
Clothing for the trip
Parent volunteers?
   Siblings?
Transportation arrangements?
Teacher contact information (Phone number etc.)
What about children who do not go on the field trip?
Special concerns (health or otherwise)?
Emergency contact information for parents during the field trip
Contact information for the class at the field trip site

Permission slip along with the due date
Line for child’s name and a signature line for the parent or guardian.