



How to Plan a Field Trip

Field trips out into the community can be an invaluable experience for your Global Minds students, as working in the community and making a difference is one of the main goals of the club. In this document, you'll find a step-by-step process of how to organize a student field trip with Global Minds, a sample introductory email you could send to establish contact with the place/group, and a few ideas of field trips you could take, based on each Global Minds educational pillar.

Tips/Best Practices

1. Choose an education area

See which educational content area your students are interested in exploring further within their community. From there, select a local organization or place that could fit with your chosen education area (see some ideas below).

2. Select a date/time and secure school permissions

Before finalizing a date and time with the organization or place you want to visit, double check with your school to see what their procedure is for arranging a field trip. For example, what kinds of permission forms are needed, what is the cost or procedure for arranging a bus (if needed), and what will the cost be (if any) for students? Making a timeline of what needs to be done prior to a field trip is a great way to ensure you are making the necessary paperwork deadlines for your school.

3. What will you do there? What is the purpose?

Consider what your Global Minds club is going to accomplish on the field trip. Work with the contact at the organization/place to plan out what will happen during the field trip. Having a solid timeline of events will take a lot of stress away from the day of.

4. Ensure all needs will be met.

Where will students be eating lunch? What type of clothing should students wear? Is there anything special your students need to bring with them in order to be prepared? Work with your contact to get everything ironed out prior to the trip, so that you can effectively answer any questions your students might have.

Sample Introductory Email

To Local Contact (if listed) or Whom It May Concern:

I am currently involved with an international organization known as The Global Minds Initiative. The school-wide Global Minds clubs aim to change the typical high (or middle) school atmosphere by promoting acceptance, understanding, and global perspectives. We participate in after-school activities based on educational pillars such as sustainability, cultural/individual identity, human rights, and confronting conflicts. These activities encourage students to work together, and to make a difference in their community.

I found ___(name of org/place)_____ on ___(name of site)___, and I felt that the possibility of organizing a field trip to your ___(name of place/site)___, for an activity or a project would be a great fit, because ___(describe why you chose this org/place)_____. Again, since one of our major goals is to get students more active in the communities that they call home, I am looking to partner with groups such as yours to increase our involvement and service in the community.

Thank you,

___(your name here)_____

___(contact phone number)_____

___(contact email address)_____

Field Trip Ideas

Sustainability

1. Visit a local greenhouse, or gardening organization
2. Visit a city planning commission or the office of a city planner
3. Visit a local company, and discuss their sustainability practices
4. Visit a water/sewage authority and work with water tables
5. Visit a farmer's market and ask farmers about their experiences

Cultural/Individual Identity

1. Visit (or hold) a multicultural night at a school
2. Visit a local cultural center (Islamic, Jewish, African American, refugee, etc.)
3. Attend an LGBTQ+ event or meeting
4. Visit an art museum
5. Attend a refugee event or coalition meeting

Human Rights

1. Visit a local courthouse
2. Visit the office of a senator or congressman to discuss their ideas
3. Visit a local member/lawyer for the ACLU
4. Volunteer or work with a women's organization
5. Visit a Planned Parenthood (or similar health organization)

Conflict and Resolution

1. Visit a local courthouse
2. Visit a local member/lawyer for the ACLU
3. Visit the office of a local senator or congressman
4. Visit a local cultural center (Islamic, Jewish, African American, refugee, etc.)
5. Visit a history museum/center



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