

## Planning a Well-Organized Field Trip Before you start:

- Before you call to schedule a field trip, check your calendar and come up with a few dates that suit your schedule.
- Check the on-line PEACH calendar at [www.peachva.org](http://www.peachva.org) for available dates avoiding other PEACH scheduled activities. Avoid planning a field trip in a month that already has more than two other field trip planned.
- Also avoid the first couple days of the month so people have plenty of time to get their newsletter and sign up. Or, submit the information to the newsletter a month early. You are welcome to announce your field trip as early as you would like, even several months in advance.

## Setting up the event:

- When you call, make sure you get all pertinent information – date,time, location (get directions if needed!), and cost. Ask if there is an age limit or group size limit.
- If there is a rather low group size limit and you think it will be a popular field trip, ask if you can schedule more than one tour if needed.
- Get the name and number of the contact person you talked to, in case you need to call back and there is more than one person who answers the phones.
- Once you have a date established with the facility, contact the board ([board@peachva.org](mailto:board@peachva.org)) to get it posted on the on-line calendar.
- Write up the information that needs to be submitted to the newsletter. Include: description, cost, directions, “Thank you” name/address, and RSVP date. Make sure to include if RSVPs are to be by phone, text, or email. Please try to make the entry informative, but also concise. This information needs to be submitted via e-mail to the PEACH Newsletter Editor by the third Thursday of the month prior to the month of publication. You can post more than a month in advance.
- If you are a member of the PEACH Facebook group, you are more than welcome to use this tool to promote your trip. You could ask people to comment if they plan on going, which may encourage others to attend. If you are not, you can ask a board member to post for you. You can also have a reminder email sent if you think it's needed.

## RSVP'S:

- Keep a list of who is coming and how many are in their party. Some places are very strict about the group limit.
- Get everyone’s phone number and/or e-mail address. That way, if the field trip needs to be canceled, you won’t have to look them all up.
- If someone calls to sign up whom you are not familiar with, please check the directory to see if they are a member of PEACH. If their name is not listed, please contact the PEACH secretary to double check. REMEMBER field trips are for PEACH members only!
- For field trips requiring a payment, do not count a family’s participation until payment has been received. Requiring payment in advance is strongly advised so that the planner of the field trip does not end up having to pay for any who do not show up.
- Remind people to be there about 10 minutes early so the tour can start promptly. The tour needs to start on time; those who are late will miss the beginning.

## Day of and Follow-up:

- In the event that you must cancel the field trip for any reason, please contact the PEACH Board so an email and text notification may be sent to the membership and post it on the PEACH Facebook page.
- YOU are in charge of the field trip. If someone’s child is acting up you will need to ask the parent to do something about it. It is important for PEACH to have a good testimony in the community.
- You should send a thank-you note after the trip to the facility’s contact person thanking them for the trip.

Updated March 2022