Organizing a Field Trip

1. Look at upcoming events and/or poll members about availability to maximize attendance to your event and avoid having to cancel due to low enrollment.
2. When contacting the vendor for a field trip find out;
	* The minimum and maximum number of kids needed?
	* Are adults included in the price, free or charged additionally?
	* Are Preschoolers allowed?
	* What is the cost for the school age child, preschooler and adult?
	* Can they offer simultaneous field trips to accommodate several age groups?
	* Does the cost include taxes?
	* What is the cancellation policy?
	* What exactly is going to be taught, discovered, learned in this outing?
	* Do they have supplementary material (teacher handouts) that can be passed on to the participants?
	* What times of the day do they have available to host the fieldtrip? Often afternoons are best as many homeschoolers are busy in the mornings - but that is not a hard and fast rule either.
3. Make sure to record all details and write down their contact information for follow-up.
4. If a deposit is required, we are able to do that with the funds generated through memberships. Contact Admin.
5. If insurance is required, please contact Admin to see about adding to our current policy.
6. Events will be posted on the RMHL page with the option to RSVP (free event) or sell tickets ($). This also allows us to collect registration information for participants as required.
7. RMHL has a non-profit number which could help with costs (usually space rentals). Contact admin.
8. Include your email contact at the bottom of the write up so that people can get a hold of you to find out more information.
9. Don't be afraid to ask for help!