

Steps to Creating an Educational Trip of a Lifetime!

- 1) Decide what your goal is and how it ties in with your curriculum.
- 2) Research places where you and your students would benefit the most from the chosen area of travel.
- 3) Once you have chosen a destination, please be advised that you can put together your own itinerary tailored to your needs. The next step is to have discussions with your school administrators.
 - Administrator for Instruction/Subject Area Administrator
 - Building Principal
- 4) Prepare the paperwork to be put in front of your district's Board of Education. If taking the trip outside of a school day such as vacations, this step may not be necessary. However, if any school days will be lost for students as a result of a trip and if you wish to fundraise using your school's name-it is best to fill out the paperwork for extended school trips. Whether you take your trip during the school year or during summer months, it is best to have your BOE give their support by recognizing your trip as an educational opportunity that their district offers. (Consult with your building administrators)
- 5) Introduce the trip to your class. Pass out a worksheet/letter to your students (to be shared with parents) detailing your trip. Explain in the letter what your goals are and what you hope that students would get out of this educational opportunity. If you have the opportunity to find any videos posted online of a trip that another school had taken to the same destination...this would be helpful in showing. Eco Outreach International has its own videos on youtube for viewing.
- 6) Allow some time for the trip to be discussed at home and then schedule an evening meeting with interested students with their parents.
- 7) At your parent meeting, replay the video you showed in class and share with parents your trip itinerary. It is such a nice touch to prepare a presentation outlining/explaining the events which are to take place while on your trip. Don't forget to hyperlink videos within the presentation (there are so many videos online). Parents want to see every detail of the trip.
- 8) Cost is always a major road block! Online payment plans with secure payments using PayPal are available. Clients find the "Bill Me Later" plan convenient with no payments/no finance charge for 6 months.
- 9) Get a total of interested students, decide how big of a group you wish to take on your trip, and determine your group of students. It is recommended that students taking this educational trip be within good academic standings. If your interested student list is significant, you may need to hold interviews and have them write essays. You will need to put your own selection process into play.
- 10) Once you have the support of your Board of Education and your group determined...you are ready to fund-raise! There are so many fundraising opportunities out there!
- 11) Get some recognition from the Public Relation Department within your school. This is helpful for your fundraising!

Eco Outreach International will assist you with all aspects of the trip.
You arrange your group and we will arrange your travel!



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