



Begin Your Adventure Here: Guidelines for Planning 4-H Trips, Field Trips, and Club Tours

Trips and tours are important methods by which 4-H members learn. The following questions can help us make sure the trips we plan with youth are as worthwhile and successful as possible. Trips and tours should be planned so "yes" can be the answer to as many questions as possible.

- Is there an educational and realistic purpose for the trip?
- Will the participants learn or develop new knowledge, skills, attitudes and/or aspirations as a result of the trip? Will the trip be of genuine interest to the youth for whom it is planned?
- Have youth been involved in planning and conducting the trip?
- Is it suitable for their ages and development levels? Does the trip fit naturally into the sequence of the participants' 4-H experience(s)?
- Will it be clearly relevant to the goals of the 4-H program and the projects and programs in which the 4-H'ers are enrolled?
- Will the trip provide experiences that are not more effectively and economically available through other teaching methods?
- **Have you had a conversation with your county staff or youth program specialist?**
- Have the staff, volunteers, or planning committee visited the location, or obtained descriptive material to know what to expect when the group gets there?
- Have arrangements been made for:
 - Travel, including transportation and route plans (including restroom breaks)
 - Time schedules
 - Finances
 - Food, including accommodating food allergies
 - Lodging
 - Appropriate accommodations for all
 - Risk Management (first aid kit available, emergency numbers readily available)
 - Chaperones and other adult help (including screening and training)
 - Other details?
- Do you have:
 - Appropriate permission slips and/or waivers
 - Health forms in hand (printed from 4hOnline)
 - Appropriate insurance coverage
 - Knowledge of authorizations for members: permission to transport and photography
 - Necessary paperwork completed?
- Inform and/or provide orientation for participants, their parents, and chaperones about:
 - Trip objectives
 - Travel plans
 - Participant and/or chaperone responsibilities
 - Code of Conduct, including behavior standards and safety precautions
 - Appropriate clothing
 - Needed items: money, phone, camera, etc.
 - Contact information for trip coordinator
- Are post-trip activities planned to help participants apply what they learn in everyday life?

Chaperone to Youth Ratio

Kindergarten-3rd Grade: 1 adult to 6 youth
4th Grade – 6th Grade: 1 adult to 8 youth
7th Grade – 12th Grade: 1 adult to 10 youth

Thorough planning will result in a positive learning experience for all participants.
Go have an adventure!



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