

How to Plan a School Travel Experience

Student-Directed
Project-Based Learning





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Students: if you are doing a project on planning a school trip, use the following criteria as a guide. You don't have to limit your plan to the following categories or questions. If you think there is more you can add, please do. Turn your plan into a Google Presentation in the format of a ***persuasive presentation***. The idea is that you *convince* stakeholders (the school board, parents, donors, etc.) that this trip is a great idea.

Instructors: if you will be the one planning the trip, use the questions/categories below as a guide.

- Where in the world will a school group travel? Provide a map of the destination in your Google Presentation.
- What is the purpose of this trip? In other words, school trips are not vacations. Summarize the objective.
- What will be the educational focus? (ex: ecology, cultural history, marine biology, community service, etc. – there may be several)
- What community experts could you use to help you plan a great trip?
- What community experts could you use while you're on your trip to enhance the learning experience?
- What areas of the state or country will you be visiting once you arrive in your chosen location? Be specific (National Parks or monuments for example).
- Itinerary: make a schedule for your visit
 - What learning activities will the group participate in each day?
 - Explain the purpose of each learning activity.
- Make a budget. Find cost for the following categories as well as the total cost of the trip. Remember to consider the number of students and staff traveling.
 1. Flight
 2. Transportation on the trip - rental car, public transportation, walking, etc.
 3. Gas - if you rent a car while there, how much will gasoline cost. You will also need to calculate the cost of gas if this is a road trip, not air travel.
 4. Food - minimum of three meals per day per individual. A good estimation I have found is \$25 per traveler, per day (give or take some based on destination.)
 5. Learning activities - examples would be excursions, museum visits, tours, etc.
 6. Lodging - examples include a hotel, campsite, VRBO, Air B&B, bed and breakfast, the floor of a community center, etc. All valid options! Do your research and reach out if this is a trip on a budget, which most school trips are!
- How will this trip benefit the community as a whole?



- Who will fund this trip? You will need to determine how this trip will be funded. Will the school contribute? Will students traveling be asked to contribute some of or their entire way? Will the trip be funded by donors and fundraisers? Discuss with your advisor.
 - If fundraisers will fund the entire trip, what are a few fundraisers you could have?
- What will you do before the trip to learn about the destination?
 - Project ideas
 - Seminar ideas
- What will you do after the trip to finalize credit? In other words, what will be the requirements for travelers to earn credit for this trip? (Final project? Trip rubric? Present a slideshow to the school?)



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~ Sara S.