



Making the Best 4-H Clubs Better –Version 2.0

Intended Audience:

- 4-H club members

Lesson Objectives:

Club members and parents will:

- Learn the field trip planning process.
- Know where to access the tools they will need to have a successful trip.
- Have a successful trip.

Time: 20 minutes (to begin!)

Equipment and supplies:

- Pencils
- Easel Paper and Markers

Do Ahead:

- Review lesson.
- Gather supplies.
- Visit <http://advisorshandbook.ohio4h.org/managingrisks/safety.html> for health form, permission form, and transportation waiver.

Complete prior to the trip:

- Confirm with facility.
- Arrange transportation, following policies.
- Distribute/collect health forms; check for allergies or conditions to keep in mind during the trip.
- Distribute/collect signed permission forms/waivers.
- Confirm participants and compile a master list of adult and youth cell phone numbers. Provide a copy of the list to each driver.
- Get event insurance if needed.

Planning Field Trips and Outings

BACKGROUND

Field trips and outings support the 4-H philosophy of learning by doing. They are another way to provide educational opportunities to the 4-H members. Members should be involved in all stages of planning; from brainstorming ideas on what types of trips to take and why a particular trip is the most appropriate, to implementing the plan. Be sure members consider the educational value of field trips. 4-H funds should only be used for educational outings. Involve the members in selecting the destination; an ad hoc field trip committee can do some follow up regarding possible dates, costs, and transportation before the club members take their final vote. Plans may take several meetings to finalize.

WHAT TO DO

Activity: Planning a Field Trip or Outing - Planning ahead instead of deciding at the last minute will make the outing more enjoyable and less stressful.

- **Brainstorm – Have the members come up with ideas and places they would like to go:** (Set a 5 minute time limit.)
Examples:
 - Nature Centers
 - Tractor manufacturers/dealerships
 - International markets
 - Ice Cream processing plants
 - Colleges, Universities
 - 4-H Camp
- **Discuss why these places would be beneficial to the club and member. What will we learn by going?**
 - Look outside the box at all possibilities.
 - Do these places offer hands-on experiences?
 - What types of teaching methods are used?
 - Will members have FUN?
- **Would this trip be affordable?**
 - Who is going to pay – families or club? If club, through a fund raiser or using current funds?
- **Contact the site you want to visit.**
 - Discuss information needed: Do they provide tours? If so, what ages? Group size? What are their fees? Is it accessible for all?
 - Schedule a date.



Sources:

- <http://ohio4h.org>
- http://www.clemson.edu/extension/4h/volunteers/lts_fieldtrips.pdf
- Bruynis, Kathy; Fogt, Nadine; Rockey, Jessica; Sharp, Joy; Takacs, Maggie; Turner Cassie; Ohio State University Extension 4-H project book “My Hands to Larger Service, Teen Leaders Building our Communities.”

Additional lessons in this series can be found online at:
go.osu.edu/bestbetter14.



*Reviewed by:
4-H professionals in an 11-
county area of southern
Ohio; March 2014.*

- **Transportation:**
 - How are members going to get to the site? Have we completed the appropriate paperwork?
- **Other incidentals to consider.**
 - Food (pack lunch, purchase, etc.)
 - Do you have enough adults per youth attending?
 - Club shirts can help track everyone.
 - Discuss appropriate attire including shoes. Some facilities will not allow open toed shoes, for example.
 - Is extra spending money needed?
 - Guidelines for cell phone/camera use.
- **Don't forget safety:**
 - Review the resource, *Risk Management Checklist*. Have you thought of everything?
 - Event insurance? Check out options at <http://www.americanincomelife.com/who-we-serve/4-h-insurance#fourh>
 - Are there enough screened and trained volunteers?
 - Assign groups and check in times/locations.
 - Take a file that includes health forms and contact information for youth and adults. Double-check allergies/health conditions and plan accordingly.
 - Take signed Permission forms/Transportation waivers.
 - Don't forget the first aid kit with latex free items.
- **Wrapping Up:**
 - Say thank you before leaving the facility.
 - The club secretary should send a prompt thank you note following the trip.
 - Have your news reporter document the trip and put an article in the newspaper or on the County's website.

TALK IT OVER

Reflect:

- What did you learn?
- What type of education is needed to hold _____ job at the facility? Would you like to work there? Why?
- Was it easy or difficult to plan a trip? What was involved that you had not considered?

Apply:

- What would you do differently in planning your next club field trip or outing?
- What tips would you give other clubs planning a trip?

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