School Trip Teacher Planning Checklist

A simple guide to planning a smooth, successful student trip

💡 DREAM IT

- Define the purpose of the trip
- Choose the destination
- Estimate students and chaperones
- Select ideal travel dates

✅ APPROVE IT

- Review school or district policies
- Get administrative approval
- Set your preliminary budget
- Contact Superior Travel & Tour

📣 LAUNCH IT

- Announce the trip to families
- Share itinerary highlights
- Provide payment information
- Hold an informational meeting

📋 ORGANIZE IT

- Recruit chaperones
- Collect traveler information
- Track forms and waivers
- Review rooming and supervision
- Note special medical or dietary needs

📅 FINALIZE IT

- Submit final counts and rooming list
- Share the final itinerary
- Review packing, behavior, and trip expectations
- Hold a pre-departure meeting

🧳 TRAVEL READY

- Bring all trip documents
- Carry emergency contacts
- Double-check departure details
- Get ready for a great trip

Planning student travel should feel exciting — not overwhelming. Superior Travel & Tour helps create memorable, well-organized student travel experiences.

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