

Field Trip Project Proposal

1. Title Page

- **Title of the Field Trip Project**
- **Name of Organizer/Institution**
- **Date of Submission**
- **Prepared By:** (Name, Designation)

2. Project Overview

- Description of the field trip as a project.
- Explain the purpose and its relevance to the academic or professional curriculum.

3. Objectives

- Key learning objectives and how the project integrates with the participants' development.
- Highlight project-specific outcomes such as research, documentation, or group collaboration.

4. Proposed Date and Duration

- Specific date(s) and timeline for the project execution.
- Duration of travel and activities.

5. Destination Details

- Overview of the location/site being visited.
- Its importance in relation to the project's goals.

6. Project Scope and Activities

- Detailed explanation of activities to be conducted during the trip (e.g., surveys, workshops, observation tasks).
- Mention any deliverables expected from participants post-trip.

7. Participants

- Number and type of participants involved (students, staff, or project contributors).
- Mention participant roles if applicable.

8. Logistics

- Transportation, accommodation, and meal arrangements.
- Specific resources or materials required for the project.

9. Budget and Funding

- Estimated cost of the project.
- Highlight any external funding, sponsorships, or participant contributions.

10. Safety and Risk Assessment

- Safety measures and precautions specific to the project.
- Plan for emergencies or unforeseen situations.

11. Permissions and Documentation

- Approvals and consent requirements for the project.
- Include any permits or legal documents required.

12. Project Outcomes and Evaluation

- How the success of the project will be measured.
- Expected benefits for participants and the institution.

