## **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.