

## Shopping List Form

*Item*

*Cost*


**Total Cost \$** \_\_\_\_\_

*Ask Teacher for funds request form*

Name: \_\_\_\_\_

# GOING OUT BOOK



Reason for going out:


Names of children going:


Location:




## Location of Going Out

Name:

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Address:

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Phone Number:

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Hours of Operation:

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Cost of Admission

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☐ n/a

Cost of Parking

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2.

☐ n/a

***Notes and Additional Information:***

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[illegible]

Contact name at  
Going Out Location (if applicable)

☐ n/a

Tell the person who you are and where you are calling from.

Tell the person why you would like to come to their location.

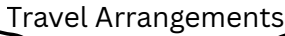
Ask them if if they have the information  
you seek.

Do you need to make an appointment to go? ☐ Yes ☐ No

Are there particular dates or days of the week that are best?

Adult who helped you with the phone conversation\_\_\_\_\_

**Teacher Signature**\_\_\_\_\_



*Proposed dates and times for Going Out:*

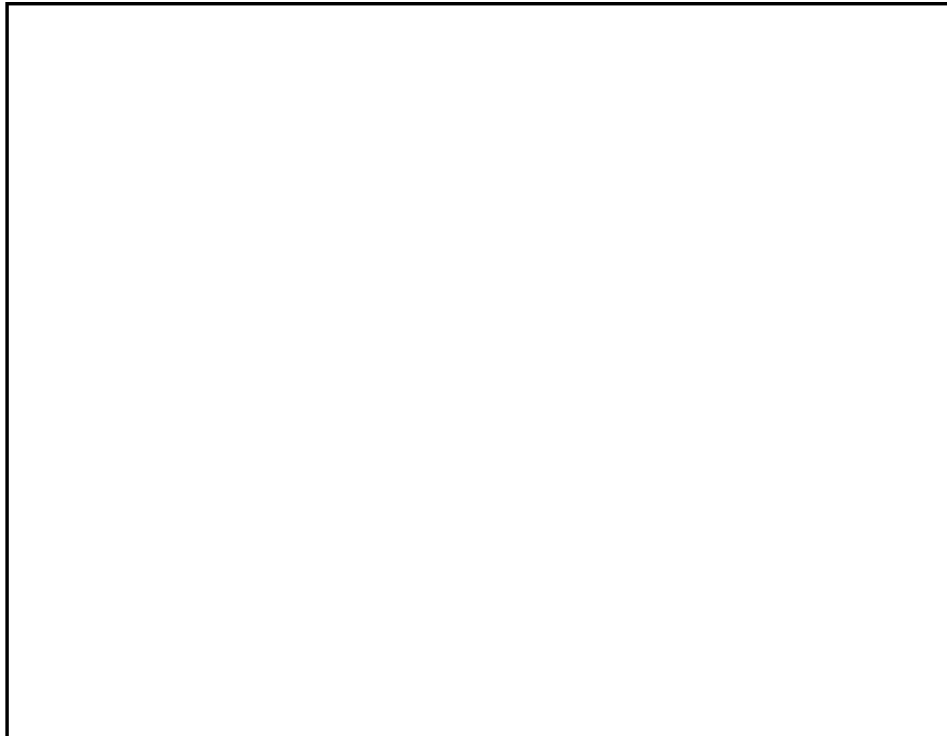
☐ Approval of the proposed date(s) and time by teacher

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4.

[illegible]

Draw a picture of a memory from  
your going out (Optional)



- ☐ Written out dialog for speaking to possible adult driver
- ☐ Practice phone call with staff member
- or*
- ☐ Completed letter to possible adult driver, as final draft

*Check-in with the teacher before you make the call:*

**Teacher Signature** \_\_\_\_\_

***After the Call***

Finalized Adult Driver

\_\_\_\_\_  
Finalized Date and Time of Going Out:

- ☐ Email parents informing them of the trip and confirming with them that date is ok

Written neatly on class calendar

- ☐ (names of children, time, drive, going out location)

- ☐ Visit the Office to inform Ms. Macie/Ms. Megee of Date, Time and Location.

- ☐ Email the driver with trip details (date, time, where, who is going)

- ☐ Printed directions to Going Out Location

***The following items must be completed when you return to school:***

- ☐ Thank you note to adult driver
- ☐ Thank you note to main contact at Going Out Location ☐ n/a
- ☐ Completed Going Out Survey (Step 4 questions)

**Teacher Signature**\_\_\_\_\_

***Congratulations on completing your Going Out!!***

***Please show the completed booklet to your teacher.***

**Teacher Signature**\_\_\_\_\_



Where did you go?

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What was your favorite part?

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Do you think this Going Out was helpful for your learning experience? Why?

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**Emergency Contact for Student:**

Parent 1 Name and Number:

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Parent 2 Name and Number:

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**MEMS Contact Information:**

Office Number

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School Address:

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Elementary Phone Number:

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***The following Items need to be collected and put into a folder to bring with you:***

- ☐ Driving directions
- ☐ List of any questions you will be asking or things you want to see, with room to take notes, if applicable
- ☐ Several blank blue lined paper in which to take notes or sketch
- ☐ Completed Supply List (next page)
- ☐ Retrieve funds from office (if applicable-needed to have filled out a funds request form)
- ☐ This Booklet

***Supply List: These are things you will need to take with you the day of***

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**Teacher Signature** \_\_\_\_\_