





**Goals** / Even a simple, spontaneous field trip should result in at least two (2) benefits to the team. More elaborate trips should accomplish 4-6 goals.

1. Check the blocks below next to the benefits you hope to realize for your team from this field trip.
2. Use the space below each goal/benefit to explain. See example in red.

Increase Staff Camaraderie & Build Team

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Reduce Stress

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Increase Understanding

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Improve Communication

**We will be visiting a location which only 30% of the staff have been to. The staff who have not seen this location have poor communication with the staff there, and a misunderstanding of how they fit into the company's mission. On this field trip, the two groups will meet one another, discuss how to improve communication, and how we can better support each other in achieving the company's goals.**

Give Us Benchmarking Information

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Enhance Customer/Vendor Relationships

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Reward Staff Achievement

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Strengthen Your Leadership Position

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Build Knowledge or Skill Sets

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Facilitate Planning or Brainstorming

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Make Memories

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Result in “Mandatory Fun”

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Increase Understanding

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Other Goals?

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## **Decide on Method(s) of Transportation**

Walk      Car(s)      Van      Bus      Train

Other \_\_\_\_\_

Pre-trip Meeting Place \_\_\_\_\_

Departure Time \_\_\_\_\_

Return Time \_\_\_\_\_

One-way Mileage from Meeting Place \_\_\_\_\_

Estimated One-Way Travel Time \_\_\_\_\_





**Plan Route** / Get Directions (Driving, Routes, etc.)

Comfort Stops? When/Where \_\_\_\_\_

Meals? When/Where \_\_\_\_\_

**En Route**

Snacks/Drinks? \_\_\_\_\_

Games? \_\_\_\_\_

**Budget** (Per Person/Total)

Transportation \_\_\_\_\_

Tolls, Admission, Fees \_\_\_\_\_

Snacks/Meals/Drinks \_\_\_\_\_

Total Cost:

