



Field Trip Checklist

School Name: _____ Name of Trip: _____

Date of Trip: _____ Departure Time: _____ Return Time: _____

Sponsor in Charge: _____

Number of students involved: _____ Number of staff involved: _____

Money to be collected: _____ For what purpose: _____

Amount per student: _____ (Please use budget money before charging students)

Number of parent volunteers involved: _____

Is trip curriculum based or a reward trip: _____

What criteria is participation based on: _____

Clear Trip and budgeting details with administration. _____ (admin initials)

Please give copy of this form to administrative secretary. _____ Date Received: _____

- 3 Weeks Prior to Trip:** Complete Vehicle Request Form
- Arrange for substitute teachers if needed.
- Make various arrangements, tickets, parking, meals, etc.
- Complete permission slip for trip. If the trip takes students out of the immediate Fort Morgan area the permission slip must contain the district's emergency medical treatment release form. The form is available in the office. The slip should inform parents of departure/return times, cost, items allowed on bus, etc. Allow time to have permission slip translated if necessary.
- Consider name tags for students and sponsors. These are needed when sponsors are responsible for students unknown to them. Have a master list of students for sponsors.
- 1 Week Prior to Trip:** Notify the **Elective staff** and the **attendance secretary** the students that will be participating.
- 3 Weeks Prior to trip:** Send Nurse email list of students that are going on field trip and which teacher will be delegated to. Nurse will send back info that is needed on students attending
- 3 Weeks Prior to Trip:** Notify the **Head Cook** of the number of students that will be participating if a lunch will be missed.
- Week of Trip:** Confirm bus arrangements with the bus garage several days before the trip.
- Make arrangements to deal with students upon return; access to telephone, activity, etc. **NEVER** leave student(s) unattended until rides arrive.
- Return any documentation and/or supplies or equipment to the Nurse - including documentation of any nursing care provided and name/title of person administering care on the Field Trip.
- Take roll for the attendance secretary and deliver it to the office prior to departure.
- Take roll every time your return to the bus.
- Verify bus is cleaned up before disembarking upon return.