

Field Trip Checklist

- Four Weeks Prior** - Overnight Field Trip only – Submit Field Trip Request to Jen Hewitt (Assistant Principal). Include written plan to include purpose of trip, supervision plan, itinerary, cost, housing plan and student costs.
- Three Weeks Prior – Arrange for appropriate number of chaperones. 10 per student for day trips, 7 per student for overnight trips. Ensure that all chaperones are cleared through volunteer system.
- Two Weeks Prior** – Request that Department Head sign the Field Trip Request form indicating financial approval OR submit ASB minutes indicating approval if using ASB funds. Include budget code on Field Trip Request form. See Stacy Sharp in ASB for help.
- Two Weeks Prior** – Submit list of student names to Holly Steele (nurse) for review. Holly will return the original to the teacher.
- Two Weeks Prior** – Submit Field Trip Request to Jen. Holly must sign the form prior to submitting. Volunteers must be included and cleared prior to submitting. Budget code must be included. Jen will return the original to the teacher.
- Two Weeks Prior** – Submit copy of Field Trip Request form to Kathy Cognasso (Athletics Secretary) to schedule transportation OR schedule transportation personally. Retain the original for your records.
- One Week Prior – Send home Field Trip Permission forms for each student. If money needs to be collected, notify Stacy in ASB. Do not collect money! Only Stacy has the authority to accept funds.
- Three Days Prior** – Send list of all student names to Cheryl Piper for attendance purposes.
- Three Days Prior** – Send list of all student names to all staff for approval.
- One Day Prior** – Meet with Holly to collect Health backpack and receive any specialized training.
- Day of Trip** – Ensure that you have a Field Trip Permission slip for each student attending.
- Upon Return** – Submit all Permission Slips to Kristie Logsdon for records retention.

BOLD – Required time frames

Not Bold – Suggested time frames

Questions? Ask Jen!