

FIELD TRIP CHECKLIST

1. You **MUST** complete an Off Campus Trip Approval form. See Bookkeeper

- Form
- Make sure every blank is filled in.
- Return complete form

2. You **MUST** complete a Professional Leave form if a substitute is requested. (See Bookkeeper)

3. Start making arrangements.

***DATE**

- Must check and place date on school calendar (Bookkeeper 's office).
- Pencil in date until field trip is approved.

***DESTINATION**

- confirm date
- cost
- length of time (tour)
- facilities (food, etc)

***TRANSPORTATION -**

- Secretary has a list of bus drivers.
- Cost affected by distance.
- How many buses will you need?

***FOOD**

- Where are you going to eat/cost?
- When will you be eating.

4. You **MUST** have chaperons.

- 1 per 15 students

5. Field Trip Approved

- DATE on school calendar
- SUBSTITUTE
- **MAKE SURE SECRETARY IS INFORMED AND MARKS ON HER CALENDAR 'CONFIRM ARRANGEMENTS****
- Send permission forms
- Collect money according to school policy.
- Money can not be collected until field trip has been approved.
- Money has to be turned in 2wks BEFORE field trip.
- Make a list of students who will be going on field trip.
- Make a list of students who will not be going on field trip.
- Lesson plans for substitute

FIELD TRIP CHECKLIST, continued

6. PARENTS

- Permission Form
- Details of Trip (Where, When, Cost, etc.)

7. STUDENTS

- Field trip money
- Signed permission form returned
- Spending money
- Expected Behavior
- Expected Attire

8. REMEMBER TO:

- Call restaurant in advance with date, time, and number of students.
- Call cafeteria to inform them that your students will not be eating lunch on the day of the field trip.