

## FIELD TRIP CHECKLIST

**Destination(s)** \_\_\_\_\_

**Purpose/Activities Planned** \_\_\_\_\_

**Date(s)** \_\_\_\_\_ **Number of Students** \_\_\_\_\_ **Number Adults** \_\_\_\_\_

**Departure Time** \_\_\_\_\_ **Return Time** \_\_\_\_\_

**Person in Charge** \_\_\_\_\_ **Cell Phone #** \_\_\_\_\_

- Administrative Approval
- Board Approval (if necessary)
- Cafeteria Notification / Lunches
- Chaperones
- Destination Phone/Emergency Phone numbers \_\_\_\_\_
- Emergency Medical Instructions for Students
- First Aid Kits
- Orientation Meeting
- Transportation Arrangements
- \_\_\_\_\_
- \_\_\_\_\_

**Forms When Transportation Provided by School Owned Vehicle(s):**

- Field Trip Notice - Minor (Single Event or Throughout School Year)
- Field Trip Notice - Adult Chaperones
- Transportation Exemption (parent/guardian transporting their student)
- Transportation Waiver – Student Driver - Student Voluntary Excursion & Transportation Agreement (student drives, waiving school transportation)

**Forms When Transportation NOT Provided by School:**

- Field Trip Notice - Minor (Single Event or Throughout School Year)
- Field Trip Notice - Adult Chaperones
- Non-District Transportation Notice
- Private Driver Application

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***(Provide copies of this form to Principal and Business Office Prior to Departure)***