

Field Trip Planning Checklist

- Obtain printed material about the proposed trip destination and activities AND Propose Trip to Site Administration for initial approval
- Refer to Field Trip, Volunteer, Parent Participation and other applicable policies and procedures
- Determine number of students who may attend (_____) to ensure proper ratio of Supervision/Chaperones
- Schedule a trip date that coordinates with other school calendar activities
- Contact District Transportation Department to arrange for school bus transportation. If other transportation, refer to specific requirements for safety
- Notify Volunteers (including parents, guardians, or District employees) who may wish to attend and help chaperone
- Provide Volunteers with Volunteer Applications.
- Collect Volunteer Applications and Required Documentation
- Check Volunteer Applications for Completeness and Accuracy
- Forward Completed Volunteer Applications along with Required Documentation to Risk Management (recommend 4 weeks or more before the trip date).
- Myers-Stevens Coverage (for overnight trips and day excursions)
- Student Permission Slips (Provide and collect completed forms)
- Parent Participants (3 per class maximum, Provide & collect forms)
- Voluntary Participation Waivers (Provide & collect completed forms)
- Certificate of Insurance as applicable
- Cabinet Level or Board of Education Approval (overnight trips, excursions & VTWT); submit FT Cabinet Form via email
- Provide Food Services with "meal service notification". *Complete Sack Lunch Request Form #12.*

OVERNIGHT TRIPS

- Provide Risk Management (FT Cabinet Form) including:
- Confirmation of Myers-Stevens Coverage
- Number of Students Attending (broken down by Male/Female)
- Number of Volunteers Attending (broken down by Male/Female)
- Lodging Information & Room Arrangements showing adult supervision
- Funding Information to cover Trip Expenses