

FIELD TRIP CHECKLIST

Field Trips shall be planned and scheduled well in advance of the actual event. The following specific requirements should be checked off by the teacher:

- _____ 1. The Field Trip Request Form has been complete and approved.
- _____ 2. If field trip is out of area or overnight, Board Agenda packet has been completed and submitted to Educational Services for Board approval at least 6 weeks prior to trip.
- _____ 3. The teacher has arranged for other adults, e.g., parents or aides, to accompany her/him as necessary to provide adequate supervision and instruction assistance, and completed the Adult Consent for Waiver forms for 5 all non-employees (AR 6153(d).1).
- _____ 4. Parent permission slips and medical release forms have been secured for all students intending to go on the trip.
- _____ 5. Final arrangements have been secured with the transportation department and the field trip site; if private vehicle being used, Private Automobile Authorization Forms (6153(h)) have been completed and approved by Business Services.
- _____ 6. Lunches, if necessary, are arranged with Food Services at least 3 weeks in advance (AR 6153(i)).
- _____ 7. The teacher has discussed with his/her class the benefits of the field trip as it relates to a current educational unit, or project, or the purpose of the extra-curricular field trip.
- _____ 8. Staff in-service for Medication Administration Training as needed.
- _____ 9. A list of student and adult participants has been prepared by the teacher to guarantee the safe accounting for all going to and returning from the trip. A copy of the list shall be left with the principal/designee.
- _____ 10. All pupils have been instructed to stay with an adult supervisor. They have also been instructed to be courteous and respectful of other people and their properties, and to represent the district and school with appropriate behavior.
- _____ 11. All pupils have been instructed as to the time schedule which has emphasized departure times.
- _____ 12. Restroom facilities at the field site have been identified for all pupils.
- _____ 13. A First Aid kit has been secured and will be in the possession of an adult or is easily accessible for use. A snake-bite unit is included in the kit if the trip is in an area inhabited by poisonous snakes or lizards.

- _____ 14. All pupil's names have been checked off for the return trip.
- _____ 15. Appropriate follow-up activities have been planned and carried out.