

Field Trip Procedure Checklist Form

4 Weeks or earlier

- Submit request form
- 3 Weeks
- Send email to teachers, Lunch Coordinator, Seminary
- Go over eligibility to students
- Set up substitute
- Set up chaperones

2 Weeks

- Communicate with parents about the field trip
- Review Eligibility with students

1 Week

- Remind Chaperones
- Review Substitute plan
- Schedule with other teachers and the front office where your ineligible students will go ensuring that all students not going on the trip will be supervise.
- Verify travel schedule
- Confirm reservation with the venue
- Hand out permission forms
- Review eligibility with the students
- Review student behavior while traveling and at event
- Create field trip tickets
- Provide office with phone numbers of the chaperones and teachers

2 Days

- All forms need to be returned to teacher and a copy provided to the office
- Verify contact information
- Check eligibility (Grades)
- Check eligibility with the office (Detentions/Attendance)
- Finalize and turn in roster to office (based on eligibility and permission forms)
- Notify lunch program with final numbers and names attending
- Notify students who are not eligible
- Notify parents for those who are not eligible
- Turn in exceptions list to the office (those being picked up along the way)

Day of the Field Trip

- Meet students at UCAS
- Verify the exceptions list (those being picked up along the way)
- Check roster before leaving and notify office if any are missing / not attending
- Hand out ticket to each student
- Travel together
- Stay on schedule (report to school upon arrival and departure of the venue)
- Check roster when returning to make sure all are accounted for
- Do not allow any additional individuals not on the final roster list

Debrief

- Report to the administration