


## FIELD TRIP CHECKLIST

School Name: \_\_\_\_\_ Destination: \_\_\_\_\_ Date of Field Trip: \_\_\_\_\_

The following information must be completed when submitting Field Trip Requests for approval. Additionally, this *Checklist* should be completed and attached as the cover page of each *Field Trip Request Form (FM 2431)*. Please note that the *Field Trip Handbook* has been updated for 2018-2019 and is available online under e-Handbooks, also confirm you are using most up-to-date forms.

<b>AREAS FOR COMPLETION</b>	
<u>In-County / Out-of-County/ Out-of-State</u> (other than athletic events, out-of-state requests are to be submitted 30 days in advance; and out-of-country must be submitted 60 <u>days</u> before the scheduled field trip)	
<u>Destination</u> (address/dates and <u>times</u> of trip)	
<u>Name of Group</u>	
<u>Name of School Group Sponsor / Sponsor's Signature / Sponsor's Emergency Contact Person and</u>	
<u>Number of Students in Group / Number of Students Participating</u>	
<u>Means of Funding</u> (also cost and <b>provision for those unable to pay</b> )	
<u>Number of Teachers / Number of Parents / Total number of Chaperones</u> (Ratio 1-15, Water Related Trips has a lower ratio. Chaperone gender for overnight trips is required.)	
<u>Purpose for Trip</u> (must be <u>educationally related</u> , not to reward students)	
<u>Transportation Information</u> (must be filled out entirely)	
<u>Private Vehicle for Transporting Students</u> (FM 6298) ( <b>Must</b> include copy of Driver's License <b>and</b> Insurance of person driving)	
<u>Principal Signature</u> (school name next to Principal's Signature)	
<u>Student Roster</u> (completed with address and parent contact numbers)	
<u>Chaperone Roster</u> (volunteer number and level and signed by sponsor and Principal.)	
<b>OVERNIGHT FIELDTRIPS:</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>ITINERARY</b> (from departure to arrival schedule, including name, address & phone # of hotel) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>ACCOMODATIONS</b> (hotel info, food that is included, sleeping accommodations) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>PRICE BREAKDOWN:</b> (per item cost breakdown: hotel, food, transportation, registration, tickets, etc. to explain total cost to students.)	
<b>Water Related Field Trips</b>	
<u>Request (FM 6614)</u> (needs to be completed and submitted including Risk Management's signature.)	
<b>For Region Use Only:</b>	
Received _____ Date: _____	Date Returned for Revision #2 _____ Date Received for Revision #2 _____
Returned for Revisions Date: _____	
Received with Revisions Date: _____	