

## 2015-2016 FIELD TRIP CHECKLIST

### All items MUST be checked

The field trip:

- \_\_\_ is aligned with the curriculum
- \_\_\_ is supported by the Department Head
- \_\_\_ has the Executive Director's approval
- \_\_\_ is an overnight field trip and has been approved by the Regional Governing Board
- \_\_\_ is not scheduled during SOL Testing, mid-term or final examinations, or after May 31, unless it is a senior field trip (check academic calendar)
- \_\_\_ has appropriate transportation arrangements (schedule school bus – Mrs. Matthews)
- \_\_\_ has expected outcomes and those have been discussed with students (LPs)
- \_\_\_ has adequate chaperones (1 adult: 10 students)
- \_\_\_ students assigned into tour groups & appointed chaperone
- \_\_\_ copies made of tour group rosters and chaperones contact #s
- \_\_\_ has signed parental permission forms for each participating student (must be submitted to Mrs. Matthews at least 2 days prior to trip)
- \_\_\_ faculty leave slip(s) approved by Assistant Director w/request for sub teacher
- \_\_\_ roster of non-participating students and lesson plans for sub to Assistant Director
- \_\_\_ has a finalized payment process, and included cost of transportation (monies and receipt logs to Mrs. Caro)
- \_\_\_ dates and details have been e-mailed to faculty and staff (21, 10, and 3 days notice)
- \_\_\_ documentation for students with medical or other special needs has been secured and read

\*Maintain a copy and give one to your Department Head.

Sponsor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Executive Director's or Designee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_