

STUDENT FIELD/EXTRACURRICULAR TRIP – PLANNING AND APPROVAL CHECKLIST
Designed to comply with requirements specified in district policy, IICA – Student Field/Extracurricular Trips.

SECTION 1 – GENERAL PLANNING: TEACHER

DATE: 1/12/26 SCHOOL: McGovern Elementary CLASS/GROUP: 5th Grade
REQUESTED BY: Janna Norton and Emily Ledbetter DATE OF TRIP: March 31
DESTINATION: Grove Christian Camp DATE OF RETURN: April 2
PURPOSE OF TRIP: Fifth Grade Outdoor School

☒ Check here if this is an instructional field trip. **Attach separate detailed narrative description of trip activity.** *Instructional trips are those that directly relate to classroom instruction and are considered part of your normal curricular activities. District administration will determine final approval for instructional field trips.*

Check all that apply:

- ☒ Regular School Day Activity
☒ Outside Regular School Day Activity
☒ Overnight Activity
☐ Special Equipment (Please Specify Needs)

Number of Students: 103
Number of Staff Members: 7
Number of Chaperones/Volunteers: 7
Student/Adult Ratio: 7 / 1

SECTION 2 – TRANSPORTATION: TEACHER

Request is for: 3 # of Bus(s) _____ # of Suburban(s) _____

Leave Loading Time: 8:30 AM (LES) 9:00 AM (MES)
Return Loading Time: 12:00 PM (Depart at 12:30)

Location: Lookingglass and McGovern Elementary
Location: Grove Christian Camp

SUBURBAN REQUEST ONLY:

DO YOU NEED A FUEL CARD?

(This will need to be checked out at the district office prior to your scheduled departure date.)

Driver Names: _____

*****Drivers must have driver training, current first-aid card***
and ODE Approval in order to drive suburban**

Required by OAR 581-053-0015 (6): Drivers shall report to their employer(s) within 15 days, any convictions for driving or criminal offenses specified in OAR 581-053-0006(8) or any involvement in an accident as defined in OAR 581-053-0006(8)(c) (G)(i).

All trips must have prior approval, with appropriate signatures from your building Administrator and/or the district office before a trip can be scheduled.

SECTION 3 – SUPERVISION & MEDICAL PLAN: TEACHER

Supervision Plan:

- ☒ Day Supervision Plan
- ☒ Night Supervision Plan: Attach copy of supervision plan/schedule including random, period spot checks throughout the night, accommodations that include same gender supervised sleeping arrangements.
- ☒ Meal Plans accounted for to include special dietary needs.
- ☒ Out of Pocket Expenses: Arrangements made for those unable to pay.

Medical Plan:

- ☒ Medication Administration form completed – if applicable
- ☒ Accommodation Needs for 504 or Special Education/Health Issues (diet, allergy, bee sting, etc.)

SECTION 4 – SPECIFIC PLANNING: PRINCIPAL

Transportation:

- ☒ First Student Buses – If checked, verify minimum reservation timelines have been or will be met
(Trip must be scheduled a minimum of two weeks in advance with First Student)
- ☐ Private vehicles include verification of insurance and criminal background check.
(Must be submitted at least one week in advance to the district office)

****Staff Acknowledgement:** All staff attending the event must sign (attach additional sheet if necessary)**

STAFF/CHAPERONE NAMES:	STAFF/CHAPERONES NAMES
Jenna Carpenter	Andrea Galvez
Brian Hobbs	Sam Blevins
Shilo Hester	Karl Olson
Jennifer Foreman	

SECTION 5 – TRIP AUTHORIZATION: PRINCIPAL AND OR SUPERINTENDENT

Administrator Approval:

- ☐ **In-District or Out-of-District within Oregon; less than a 200 mile radius; no overnight.**
I have verified that the student trip proposed above meets with all pertinent criteria and Hereby grant final approval. Initials: _____
- ☒ **Overnight; out of state; international; or over a 200 mile radius travel.**
I have verified that the student trip proposed meets all pertinent criteria and forwarding the Request with a recommendation to approve. Initials: AW
- ☒ I have advised staff and chaperones that all district policies and administrative rules apply And reviewed where applicable. Initials: AW
- ☒ All chaperones meet policy guidelines and are approved for this event. Initials: AW

Principal Signature: _____

Date: 1-22-26

Superintendent Approval: For any overnight, out-of-state, international or over 200 mile radius travel.

Submit this form at least 20 school days prior to the departure date for overnight travel, and 60 school days prior to the departure date for out-of-state, international or over 200 mile radius travel.

Superintendent Signature: Kevin Wilson

Date: 2/3/2026

Student Field/Extracurricular Trip – Planning and Approval Checklist – IICA-AR



Chaperone Expectations

Chaperones should be prepared to:

- Be on duty 24 hours a day, unless given time off by the group leader
- Motivate students to be prepared and arrive for activities on time
- Actively participate in activities to learn alongside students
- Help assemble packed lunches and hand out snacks
- Forego internet and cell phone usage in sight of students (e.g. during instructional activities, meals, and cabin and recreation time)
- Stay on-site, even when off duty, regardless of whether they have their own transportation
- Listen to directions from Outdoor School staff; help direct students to safety in case of an emergency
- Abide by Outdoor School no alcohol/drugs policy, and **smoke tobacco/vape only in designated areas**

As a chaperone, you are a role model. Students' behavior will reflect your own. Please give the attention, respect, and enthusiasm you expect from them. Note: Anyone possessing alcohol or illicit drugs of any kind will be asked to leave immediately. **Tobacco products can be used only in specified areas within the site and only by persons older than 21 years of age.**

As a chaperone you are responsible for the following:

Direct Supervision:

- **Ride the bus to and from Outdoor school.**
- Supervise the cabin group during rest time, transition times and throughout the night
- Enforce cabin boundaries – students should only be in or near their assigned cabin
- Supervise and participate in games during free times
- Fairly and efficiently rotate the cabin group through a shower schedule
- Ensure that everybody is equipped with standard field gear and arrives on time to each activity
- Check in with the health officer to know when to send students for medications
- Support the cabin during assigned cleaning activities such as washing dishes, sweeping bathrooms and cleaning the cabin on departure day

Community Building:

- Include all students in activities
- Sit at and supervise a table with students during meals
- Hand out snacks and help students make lunches
- Discourage rough play, rude and exclusive behavior, and excessive competition
- Preview student campfire skits/songs for appropriateness, tastefulness, language, etc.
- Support Outdoor School staff instructors in the field by modeling ideal student behavior
- Refrain from using mobile devices in sight of students, and during activities and meals
- Stay on site, even during assigned breaks, to support the group in case of emergency

A positive place where people are valued, respected, and encouraged to be successful.



Winston-Dillard School District
Student Guidebook

Featuring classes on:
Gold Panning, Life as a Tree, Archery, Escape
Room, Stream Simulator, Bread on a Stick,
Animal Adaptations, etc.



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register at
grocamp.org

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Packing list—If Overnight

- | | |
|---|---|
| 1) Sleeping Bag and pillow | 9) Bug repellent |
| 2) Warm clothes and play clothes | 10) Water bottle, unless one will be provided |
| 3) Coat | 11) Toiletries (tooth brush, shampoo, soap, brush, floss, and so on...) |
| 4) Flashlight | 12) Pajamas |
| 5) Camera | 13) Extra pencil, unless school provides |
| 6) Guidebook, if teacher already gave it to you | 14) Garbage bag for dirty clothes |
| 7) Closed-toed shoes | |
| 8) Extra shoes, in case shoes get wet | |
- *To bring additional items, contact your teacher first!***

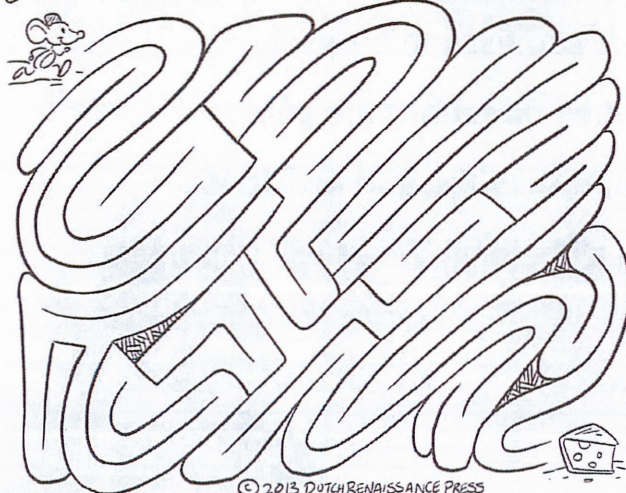
CLEAN UP— If Overnight

During Camp

- 1) Pick up your things and put them in your bag.
- 2) Line up shoes and bag under the edge of your bed.
- 3) Hang up your coats.
- 4) Make your bed.
- 5) Sweep floors.
- 6) Open windows for fresh air.
- 7) Empty trash.
- 8) Put new trash liner in.



GUIDE ROGER RODENT TO THE CHUNK OF CHEESE!



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End Of Camp

- 1) Pick up your things and put them in your bag.
- 2) Lift your mattress on edge and clean anything under them.
- 3) Leave mattress standing up sideways.
- 4) Pick up any trash around camp.
- 5) Sweep cabin floors.
- 6) Empty trash, put trash in dumpster behind the lodge.
- 7) Ask for a new trash liner at the kitchen, and replace your trash liner.
- 8) Don't forget to check the clothes line! You may have left clothing or towels.

