

**DISTRICT 709**  
**FIELD TRIP REQUESTS**

In accordance with School District Policy District 6160, District 709 recognizes properly planned, well conducted, and carefully supervised field trips may be a vital part of the curriculum. School field trips are encouraged within available resources and requirements outlined below.

**DIRECTIONS:** All staff are required to submit a Field Trip Request **prior** to the field trip being finalized with the involved students and to:

- Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
- Receive administrative reviewal and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

**DEFINITIONS:**

Instructional Trips - Trips that take place during the school day, relate directly to a course of study, and require student participation. Fees may not be assessed against students.

Supplementary Trips - Trips in which students voluntarily participate in and which often take place outside the regular school day, but do not include overnight stays. Financial contributions may be requested of students.

Extended Trips Within Minnesota and Continental United States - Trips that involve one or more overnight stops within Minnesota or the Continental United States and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

**INSTRUCTIONAL TRIP ACTION**

Principal: ☐ Approved Name: \_\_\_\_\_  
☐ Not Approved Date: \_\_\_\_\_

**SUPPLEMENTAL TRIP ACTION**

Principal: ☐ Approved Name: \_\_\_\_\_  
☐ Not Approved Date: \_\_\_\_\_

Instructional/Supplemental Trips need not be sent to District office.

**EXTENDED TRIP ACTION**

Principal: ☒ Recommended Name: Larry Udesen  
☐ Not Recommended Date: 9/12/2012

Assistant Superintendent: ☒ Recommended Name: E. Crawford  
☐ Not Recommended Date: 10/3/12

School Board: ☐ Approved Name: \_\_\_\_\_  
☐ Not Approved Date: \_\_\_\_\_

All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.

# FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip:      ☒ Instructional      ☐ Supplementary      ☐ Extended

1. Organization/Grade/Course Planning Trip: 5<sup>th</sup> Grade
2. Contact Person (Responsible for Checklist Completion): Paul Davis
3. Field Trip Date(s): September 24-26, 2012 Destination: Wolf Ridge
4. Field Trip Overview (Include events, establishments and locations): 5<sup>th</sup> graders will visit WRELC to participate in a 3 day, 2 night Environmental Education Program
5. Field Trip Departure from School (Date and Time): September 24, 2012, 9:15 AM  
Field Trip Return to School (Date and Time): September 26, 2012, 3:15 PM
6. Objectives of Field Trip: Team building experiences in outdoor recreation activities, emersion in a rote of Environmental Stewardship, overall goal to provide the students with an opportunity they may not otherwise have.
7. Relationship to Curriculum or Student Learning: Strong connections with MN State 5<sup>th</sup> grade Science standards, Well as link to Art, Math, Writing and Social Studies
8. Planned Follow-up Field Trip Activities: 5<sup>th</sup> Grade students will present their WRELC experience to each classroom at Stowe; small group may also present to school board.
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$ 8820.00
Total Meals	\$INCLUDED
Total Lodging	\$INCLUDED
Total Transportation	\$ 980.00
X School District Vehicle(s)	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other:	\$
<b>Total</b>	<b>\$ 9800.00</b>

Revenues		
District Budget	Code:	\$
Booster Group – EE Funds		\$ 3960.00
Donations - GRANT		\$ 4900.00
Student Fees – 47 students - \$20		\$ 940.00
Total Additional Stipends:		\$
<b>Total</b>		<b>\$ 9800.00</b>

11. Reviewed/Completed Request Checklist:      ☐ Yes      ☐ No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

## FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- ☐ Develop and Communicate Student Discipline Expectations
- ☐ Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- ☐ Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- ☐ Gain Access to Cell Phone for Field Trip
- ☐ Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).  
**Guide:** May choose to leave message on school voice mail to help with late drop off.
- ☐ Plan Meal Arrangements (if necessary)  
**Reminder:** Notify food service of non-participation.
- ☐ Plan Administration of Student Medication and First Aid Needs (if necessary)  
**Guide:** Contact School Nurse.
- ☐ Develop and Communicate Action Plan if Student Gets Lost on Trip
- ☐ Arrange Adult Chaperones for Field Trip (if necessary)  
**Guide:** One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- ☐ Develop and Communicate Teacher and Adult Chaperone Expectations  
**Example:** Supervision duties, no smoking, no alcohol
- ☐ Planned Itinerary

TIME

LOCATION

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- ☐ Maintain Student Roster and Check-in/Check-out Procedure
- ☐ Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: \_\_\_\_\_

## FIELD TRIP REQUEST CHECKLIST – Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- ☐ Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians  
**Note:** Attach tentative planned itinerary.
- ☐ Arrange Funding of Expenses During Trip
- ☐ Arrange Meal Plans
- ☐ Arrange Lodging Plans and Room Assignments
- ☐ Collect Family Emergency Information for Students  
**Example:** Home phone numbers, emergency contacts, medical information
- ☐ Additional Information  
**Note:** Provide any additional information.

Signature of Contact Person: \_\_\_\_\_

**DISTRICT 709**  
**FIELD TRIP REQUESTS**

*Shonda Peller- Fall Delegate*  
*TCCLA-HERO*

In accordance with School District Policy District 6160, District 709 recognizes properly planned, well conducted, and carefully supervised field trips may be a vital part of the curriculum. School field trips are encouraged within available resources and requirements outlined below.

**DIRECTIONS:** All staff are required to submit a Field Trip Request prior to the field trip being finalized with the involved students and to:

- Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
- Receive administrative reviewal and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

**DEFINITIONS:**

Instructional Trips - Trips that take place during the school day, relate directly to a course of study, and require student participation. Fees may not be assessed against students.

Supplementary Trips - Trips in which students voluntarily participate in and which often take place outside the regular school day, but do not include overnight stays. Financial contributions may be requested of students.

Extended Trips Within Minnesota and Continental United States - Trips that involve one or more overnight stops within Minnesota or the Continental United States and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

**INSTRUCTIONAL TRIP ACTION**

Principal: ☐ Approved Name: \_\_\_\_\_  
☐ Not Approved Date: \_\_\_\_\_

**SUPPLEMENTAL TRIP ACTION**

Principal: ☐ Approved Name: \_\_\_\_\_  
☐ Not Approved Date: \_\_\_\_\_

**Instructional/Supplemental Trips need not be sent to District office.**

**EXTENDED TRIP ACTION**

Principal: ☒ Recommended Name: *Jim Cloudt*  
☐ Not Recommended Date: *9-18-12*

Assistant Superintendent: ☒ Recommended Name: *E. Crawford*  
☐ Not Recommended Date: *10/3/12*

School Board: ☐ Approved Name: \_\_\_\_\_  
☐ Not Approved Date: \_\_\_\_\_

**All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.**



FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip: ☐ Instructional ☐ Supplementary ☒ Extended

1. Organization/Grade/Course Planning Trip: FCCLA-HERO
2. Contact Person (Responsible for Checklist Completion): Shonda Peller
3. Field Trip Date(s): Tentative 10/15/12 - 10/16/12 Destination: Brooklyn Park, MN
4. Field Trip Overview (Include events, establishments and locations):  
- state officer elections  
- FCCLA-HERO Chapter planning training)
5. Field Trip Departure from School (Date and Time): 10/15/12 @ 4:00 AM.  
Field Trip Return to School (Date and Time): 10/16/12 @ 7:00 P.M.
6. Objectives of Field Trip: Participate in officer elections  
Campaign / public speaking  
Training session on Chapter activities / leadership
7. Relationship to Curriculum or Student Learning: FCCLA-HERO - service occupation with course offering / service projects
8. Planned Follow-up Field Trip Activities: Comm. service learning projects, state competition, national events.
9. Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	<u>3 people @ 100<sup>00</sup></u> \$300 <sup>00</sup>
Total Meals	<u>3 people @ 25<sup>00</sup></u> \$ 75 <sup>00</sup>
Total Lodging	<u>2 rooms @ 112<sup>00</sup></u> \$ 225 <sup>00</sup>
Total Transportation	\$ 165 <sup>00</sup>
<input checked="" type="checkbox"/> School District Vehicle(s) <u>van</u>	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$
Other:	\$
Total	\$ 765 <sup>00</sup>

Revenues		
District Budget	Code:	\$
Booster Group	<u>Part in's for stuff</u>	\$ 225 <sup>00</sup>
Donations	<u>HERO</u>	\$ 245 <sup>00</sup>
Student Fees	<u>Registration / food / travel</u>	\$ 100 <sup>00</sup>
Total Additional Stipends:		\$
Total		\$ 765 <sup>00</sup>

Ref no?  
H2K0?

300<sup>00</sup>

11. Reviewed/Completed Request Checklist: ☐ Yes ☐ No

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

## FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- ☒ Develop and Communicate Student Discipline Expectations
- ☒ Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- ☒ Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- ☒ Gain Access to Cell Phone for Field Trip
- ☒ Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).  
**Guide:** May choose to leave message on school voice mail to help with late drop off.
- ☒ Plan Meal Arrangements (if necessary)  
**Reminder:** Notify food service of non-participation.
- ☒ Plan Administration of Student Medication and First Aid Needs (if necessary)  
**Guide:** Contact School Nurse.
- ☒ Develop and Communicate Action Plan if Student Gets Lost on Trip
- ☒ Arrange Adult Chaperones for Field Trip (if necessary)  
**Guide:** One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- ☒ Develop and Communicate Teacher and Adult Chaperone Expectations  
**Example:** Supervision duties, no smoking, no alcohol
- ☒ Planned Itinerary

TIME

LOCATION

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- ☒ Maintain Student Roster and Check-in/Check-out Procedure
- ☒ Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person:



## FIELD TRIP REQUEST CHECKLIST - Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- ☒ Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians  
**Note:** Attach tentative planned itinerary.
- ☒ Arrange Funding of Expenses During Trip
- ☒ Arrange Meal Plans
- ☒ Arrange Lodging Plans and Room Assignments
- ☒ Collect Family Emergency Information for Students  
**Example:** Home phone numbers, emergency contacts, medical information
- ☒ Additional Information  
**Note:** Provide any additional information.

Signature of Contact Person:



\* Typically 1 overnight - with all day activities to follow

8/12/09  
9/26/12 *KS*

**DISTRICT 709**  
**FIELD TRIP REQUESTS**

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**DIRECTIONS:** All staff are required to submit a Field Trip Request **prior** to the field trip being finalized with the involved students and to:

- Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
- Receive administrative reviewal and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

**DEFINITIONS:**

Instructional Trips - Trips that take place during the school day, relate directly to a course of study, and require student participation. Fees may not be assessed against students.

Supplementary Trips - Trips in which students voluntarily participate in and which often take place outside the regular school day, but do not include overnight stays. Financial contributions may be requested of students.

Extended Trips Within Minnesota, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country (externally sponsored) and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

**INSTRUCTIONAL TRIP ACTION**

Principal: ☐ Approved Name: \_\_\_\_\_  
☐ Not Approved Date: \_\_\_\_\_

**SUPPLEMENTAL TRIP ACTION**

Principal: ☐ Approved Name: \_\_\_\_\_  
☐ Not Approved Date: \_\_\_\_\_

Instructional/Supplemental Trips need not be sent to District office.

**EXTENDED/EXTERNALLY SPONSORED TRIP ACTION**

Principal: ☒ Recommended Name: *Jim Auld*  
☐ Not Recommended Date: 10-1-12

Assistant Superintendent: ☒ Recommended Name: *E. Crawford*  
☐ Not Recommended Date: \_\_\_\_\_

School Board: ☐ Approved Name: \_\_\_\_\_  
☐ Not Approved Date: \_\_\_\_\_

All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.

FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip:        ☒ Instructional        ☐ Supplementary        ☒ Extended        ☐ Externally Sponsored\*

1. Organization/Grade/Course Planning Trip: HOSA 11<sup>th</sup> and 12<sup>th</sup> Grade
2. Contact Person (Responsible for Checklist Completion): Kimberly S. Olson
3. Field Trip Date(s): Nov. 8<sup>th</sup> and 9<sup>th</sup> 2012        Destination: Holiday Inn East, St. Paul
4. Field Trip Overview (Include events, establishments and locations): Duluth Chapter to run students for state officer positions and election of voting delegates. Lessons in leadership, parliamentary procedures and career development.
5. Field Trip Departure from School (Date and Time): Nov. 8<sup>th</sup> @ 0700 am  
Field Trip Return to School (Date and Time): November 9<sup>th</sup> @ 0700pm
6. Objectives of Field Trip: - 3 to 4 students to run for State Office and 3-4 students to attend as voting delegates total of 7 students and one advisor.
7. Relationship to Curriculum or Student Learning:
8. Planned Follow-up Field Trip Activities: Midwinter, State and National Conferences for HOSA. Service project for Juvenile Diabetes (JDRF)

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees	$440.00 - 7 \text{ students and } 1 \text{ Advisor}$ $7 \times 55 = 385$ $1 \times 55 = 55$	\$ 55.00 each 445
Total Meals	$\text{STAFF } 40$ $\text{STUDENTS } = 280 (7 \times 40)$	\$32.00 each 320
Total Lodging	$112 \times \text{ROOM} \times 3 = 336$	\$112.26 336
Total Transportation		\$480.00
X School District Vehicle(s) VAN		177.00
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____		
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
Total Additional Stipends:	$\text{SUBSTITUTE } = 2 \times 100$	\$ -0- 200
Other: Students are self-pay	$\text{SH}$	\$ -0-
Total		\$ 394.26 1478

Revenues		
District Budget	Code: $1-380-200-425$	\$ 407
Booster Group		\$
Donations		\$
Student Fees		\$ 4071
Total Additional Stipends:		\$
Total		\$

11. Reviewed/Completed Request Checklist:        ☒ Yes        ☐ No

\*The Assistant Superintendent's office must receive a signed waiver form for each student participating in an externally sponsored trip prior to the departure date.

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL



## FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- x Develop and Communicate Student Discipline Expectations
- x Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- x Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- x Gain Access to Cell Phone for Field Trip
- x Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).  
**Guide:** May choose to leave message on school voice mail to help with late drop off.
- x Plan Meal Arrangements (if necessary)  
**Reminder:** Notify food service of non-participation.
- x Plan Administration of Student Medication and First Aid Needs (if necessary)  
**Guide:** Contact School Nurse.
- x Develop and Communicate Action Plan if Student Gets Lost on Trip
- x Arrange Adult Chaperones for Field Trip (if necessary)  
**Guide:** One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- x Develop and Communicate Teacher and Adult Chaperone Expectations  
**Example:** Supervision duties, no smoking, no alcohol
- x Planned Itinerary

TIME

LOCATION

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*Floating itinerary from the state department*

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- x Maintain Student Roster and Check-in/Check-out Procedure
- x Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person:

*Kimberly S. Olson*

## FIELD TRIP REQUEST CHECKLIST – Extended/Externally Sponsored Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- x Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians  
**Note:** Attach tentative planned itinerary.
- x Arrange Funding of Expenses During Trip
- x Arrange Meal Plans
- x Arrange Lodging Plans and Room Assignments
- x Collect Family Emergency Information for Students  
**Example:** Home phone numbers, emergency contacts, medical information
- ☐ Additional Information  
**Note:** Provide any additional information.

Signature of Contact Person:

*Kimberly S. Olson*

84209  
9/26/12

**DISTRICT 709**  
**FIELD TRIP REQUESTS**

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**DIRECTIONS:** All staff are required to submit a Field Trip Request **prior** to the field trip being finalized with the involved students and to:

- Receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
- Receive administrative reviewal and school board approval for all extended trips (Exceptions may be granted by the school board chair to accommodate emergencies.)

**DEFINITIONS:**

Instructional Trips - Trips that take place during the school day, relate directly to a course of study, and require student participation. Fees may not be assessed against students.

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Extended Trips Within Minnesota, the Continental United States, or a Foreign Country - Trips that involve one or more overnight stops within Minnesota, the Continental United States, or a Foreign Country (externally sponsored) and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

**INSTRUCTIONAL TRIP ACTION**

Principal: ☐ Approved Name: \_\_\_\_\_  
☐ Not Approved Date: \_\_\_\_\_

**SUPPLEMENTAL TRIP ACTION**

Principal: ☐ Approved Name: \_\_\_\_\_  
☐ Not Approved Date: \_\_\_\_\_

Instructional/Supplemental Trips need not be sent to District office.

**EXTENDED/EXTERNALLY SPONSORED TRIP ACTION**

Principal: ☒ Recommended Name: Joan Andert  
☐ Not Recommended Date: 10-1-12

Assistant Superintendent: ☒ Recommended Name: E. Crawford  
☐ Not Recommended Date: 10/3/12

School Board: ☐ Approved Name: \_\_\_\_\_  
☐ Not Approved Date: \_\_\_\_\_

All extended trip proposals must be sent to the Assistant Superintendent's Office to be placed on the Education Committee meeting agenda for approval.

# FIELD TRIP REQUEST FORM

Date of Submission:

Type of Trip:      ☒ Instructional      ☐ Supplementary      ☒ Extended      ☐ Externally Sponsored\*

- Organization/Grade/Course Planning Trip: HOSA 11th and 12th Grade
- Contact Person (Responsible for Checklist Completion): Kimberly S. Olson
- Field Trip Date(s): Nov. 16th and 17th, 2012 (Tentative) Destination: Holiday Inn East, St. Paul
- Field Trip Overview (Include events, establishments and locations Field Trip request of state officer training and Spring Leadership Conference planning to enhance the leadership qualities for confident speakers and writers for HOSA and as representatives for ISD 709, Duluth.
- Field Trip Departure from School (Date and Time): Nov. 16th @ 0700 am Tentative date  
Field Trip Return to School (Date and Time): November 17th @ 0700pm Tentative date
- Objectives of Field Trip: See attached forms from last year event. Prepare state officers for their position and provide instruction for teamwork, leadership and exploring their leadership techniques.
- Relationship to Curriculum or Student Learning: Leadership, teamwork, Program of Study and Career Pathways, Partnership for CTE, Implementing of Health Science Programs, Increase effectiveness of teaching, Legislative training, confident speaking and writing skills. Reinforcement of skills taught and application of skills.
- Planned Follow-up Field Trip Activities: Midwinter, State and National Conferences for HOSA. Service project for Juvenile Diabetes (JDRF)
- Field Trip Budget Request

Estimated Expenses	
Total Admission/Fees	\$0
Total Meals	<del>\$32.00</del> 50.00 district pay
Total Lodging	\$0 Paid by MN HOSA
Total Transportation	\$180.00
X School District Vehicle(s) VAN	
<input type="checkbox"/> Commercial Transportation Carrier ~ Name: _____	
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____	
Total Additional Stipends:	\$ -0-
Other: Sub pay one day(Friday) Saturday sub not needed	\$ 100.00
<b>Total</b>	<b>\$ 380.00</b>

25 per student  
25 staff  
students pay for Jan. 3 projects

Revenues		
District Budget	Code: 1-340-200-428	\$ 170
Booster Group		\$
Donations		\$
Student Fees		\$ 210
Total Additional Stipends:		\$
<b>Total</b>		<b>\$ 380</b>

STAFF MEMBER

11 Reviewed/Completed Request Checklist:      ☒ Yes      ☐ No

\*The Assistant Superintendent's office must receive a signed waiver form for each student participating in an externally sponsored trip prior to the departure date.

RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL

## FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- x Develop and Communicate Student Discipline Expectations
- x Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- x Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- x Gain Access to Cell Phone for Field Trip
- x Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).  
**Guide:** May choose to leave message on school voice mail to help with late drop off.
- x Plan Meal Arrangements (if necessary)  
**Reminder:** Notify food service of non-participation.
- x Plan Administration of Student Medication and First Aid Needs (if necessary)  
**Guide:** Contact School Nurse.
- x Develop and Communicate Action Plan if Student Gets Lost on Trip
- x Arrange Adult Chaperones for Field Trip (if necessary)  
**Guide:** One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- x Develop and Communicate Teacher and Adult Chaperone Expectations  
**Example:** Supervision duties, no smoking, no alcohol
- x Planned Itinerary

TIME

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LOCATION

Awaiting itinerary <sup>from</sup> ~~from~~ the state department

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- x Maintain Student Roster and Check-in/Check-out Procedure
- x Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person: \_\_\_\_\_

## FIELD TRIP REQUEST CHECKLIST – Extended/Externally Sponsored Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- x Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians  
**Note:** Attach tentative planned itinerary.
- x Arrange Funding of Expenses During Trip
- x Arrange Meal Plans
- x Arrange Lodging Plans and Room Assignments
- x Collect Family Emergency Information for Students  
**Example:** Home phone numbers, emergency contacts, medical information
- ☐ Additional Information  
**Note:** Provide any additional information.

Signature of Contact Person: \_\_\_\_\_