

School Sponsored Activities Trip Checklist

(Initiate this Checklist 3-4 Weeks Prior to Trip)

Trip _____

Date _____

Group/School _____

Supervisor _____

1. Select trip location/date/time;
2. Get approval from building administrator;
3. Fill out Transportation Request and notify health office (must be submitted at least 10 school days before trip);
4. Send information home informing parents/guardians of trip;
5. Check student enrollment data for trip permission and/or complete a field trip permission slip;
6. Notify food service staff of changes in breakfast or lunch counts or other special requests;
7. Make sure Student Medical Information Sheet has been filled out by school office, transportation office and nurse. Take original on the trip for reference;
8. On the day of the trip, distribute Trip Roster/Signout Sheet to school office and transportation office. Take original on the trip for checking students for departure and return. (Note: Make a separate roster for each vehicle);
9. Turn this checklist in the school office before the trip.