

Field Trip Checklist

Instructions: Please check each box to ensure that you have followed all of the procedures for scheduling field trips.

Teacher completing Checklist _____

Trip Destination _____ Trip Date _____

- Complete the two field trip permission forms that are due to Mr. McCarthy's office. Submit the forms to Mrs. McNary for approval.
- After receiving approval for the request, place the field trip date on the calendar in Mrs. McNary's office.
- Notify Ms. Stevens (Cafeteria Manager) about lunches needed for the trip and if your class/grade will not eat in the cafeteria that day.
- Request bus transportation through Mrs. Moody using the Bus Request Form.
- Make and issue field trip notices and permission slips for parents at least one week prior to the field trip.
- Collect all field trip notices from all sections and place them in the office one day prior to the trip along with the names of anyone not attending the trip.
- Notify Mrs. Moody of any checks needed for the field trip at least three days prior to the trip.
- Give a copy of this completed checklist to the grade chair.
- *If you are using cars as a means of transportation, please have the volunteer fill out the volunteer driver form and turn it into the office. All drivers must have a volunteer form on file in the office, as well as a copy of their driver's license and insurance card.