

FIELD TRIP CHECKLIST

Planning and Approval

- ☐ Ensure all drivers and chaperones are approved through Adventist Risk Management Volunteer Ministry Guidelines and the school board.
- ☐ Check that all drivers meet minimum insurance liability requirements.
- ☐ Arrange for special equipment that may be needed
- ☐ Determine educational objectives and align trip with curriculum
- ☐ Select destination
 - ☐ Contact the educational coordinator
 - ☐ Arrange and reserve date and time
 - ☐ Conduct a pre-visit, if possible, to familiarize yourself with the site, collect information, and prepare activities
- ☐ Develop schedule
- ☐ Obtain school board approval of trip location, date, time, costs, and transportation
- ☐ Arrange transportation following local conference office of education and insurance guidelines for drivers and vehicles
- ☐ Determine costs and set student fee (if applicable)
- ☐ Recruit parent chaperones

Paperwork and Communication

- ☐ Create and distribute permission slips
- ☐ Collect signed permission slips and fees
- ☐ Verify emergency contact list for all student's availability through SIS or other avenue
- ☐ Distribute packing list/what to bring to parents
- ☐ Send reminders about trip date, time, etc. to parents
- ☐ Make provision for any student medical needs
- ☐ Notify other teachers about students missing class

Student Preparation

- ☐ Review behavior expectations and rules with students
- ☐ Assign students to chaperone groups
- ☐ Create and distribute name tags
- ☐ Review schedule and activities with students

Chaperone Preparation

- ☐ Determine the number of chaperones needed and contact individuals who could serve in this capacity.
- ☐ Let them know their duties/responsibilities.
- ☐ Review trip objectives.
- ☐ List the activities and schedule

Day Before Trip

- ☐ Gather all necessary paperwork (permission slips, contact lists, etc.) Remember verbal parent permission is not acceptable.
- ☐ Pack first aid kit
- ☐ Charge electronic devices
- ☐ Check weather forecast and adjust plans if needed

Day of Trip

- ☐ Take attendance before departure
- ☐ Bring emergency contact information
- ☐ Bring first aid kit and any student medications
- ☐ Bring name tags, group lists, and schedules
- ☐ Bring snacks/water for students if needed
- ☐ Document trip on social media
- ☐ Conduct head counts regularly throughout the day

Post-Trip

- ☐ Ensure all students are picked up/returned safely
- ☐ Follow up on any incidents or issues from the trip
- ☐ Conduct trip evaluation with students and staff
- ☐ Send thank you notes to chaperones and destination hosts