

# IFCB-E (1)

## Field Trip Checklist

School: \_\_\_\_\_ Sponsor: \_\_\_\_\_

Trip Destination: \_\_\_\_\_ Date(s) of Trip: \_\_\_\_\_

*The following list assists the sponsoring staff member through the field trip process. Please see procedures for specific information regarding each item.*

✓	<b>I. Planning Process</b>
	Objective specifics documenting the educational benefit of the field trip.
	Secure site supervisor's preliminary approval of field trip. All out-of county field trip proposal forms to superintendent designee for approval at least 60 days in advance of departure. No monies or permission slips should be collected prior to approval.
	Determine adult supervision needed and arrange for chaperones. <ul style="list-style-type: none"><li>• Ensure recommended ratios: elementary – 1:10, middle/high – 1:20.</li><li>• Ensure volunteer chaperones meet district chaperone guidelines.</li></ul>
	Provide funding source for assisting students who are unable to pay expenses of trip and method for returning funds if not used for trip.
	Field trips requiring contracted services with a vendor must receive approval of the appropriate Superintendent designee before further planning or scheduling of the field trip. Must comply with all district purchasing and contracting requirements.
✓	<b>II. Approval Process</b>
	Certified personnel must obtain final site supervisor approval. All out of county field trips must have prior and final approval of the site supervisor and Superintendent's designee.
	Program Documentation of field trip to include an itinerary or schedule of events.
	Ensure parental permission is obtained and emergency information is available to include a list of names, addresses, phone numbers, and names parents/guardian's of participating students.
✓	<b>III. Documentation</b>
	Emergency contact information provided to site supervisor for all adults going on field trip.
	Field trips using private vehicles for transportation require drivers to furnish to the site supervisor copies of valid driver's license and owner's vehicle liability insurance.
	Sponsor must provide a copy of Field Trip Request Form or confirmation from tour company.
	Sponsor must provide name and phone number of hotel/motel where students will be staying for out of county field trips.