

FIELD TRIP CHECKLIST

1. Complete the **Preliminary Field Trip Request** for at least two weeks before the proposed trip and turn it in to the Assistant Principal (Pendleton).
2. After receiving approval from the Assistant Principal (Pendleton):
 - Inform the students about the field trip and review the field trip policy and procedures as found in the Student Handbook.
 - Distribute Parental Permission Slip (form) to the students. At this time encourage parental participation as chaperones. Parents who act as chaperones must complete Virtus training.
 - Be sure that your chaperones will not need substitutes to attend your field trip. That means you should seek out Virtus trained parents, non-teaching faculty members, or teachers who have all of their students on your field trip so they won't miss any classes.
 - Distribute the Field Trip Information Sheet – Faculty Copy (form) to the faculty, the Attendance Office, and the Dean's Office. This must be done at least ten (10) days before the field trip. This form should be distributed electronically. You need to provide an alphabetical listing of all students who will be participating in the field trip.
3. Turn completed Parental Permission Forms in to Student Services office Forty-eight (48) hours prior to the field trip.
4. If you are planning to use one of the Fenwick buses, please check with the Director of Building & Grounds for availability.
5. Make check requests from the Business Office, to cover bus expenses, admissions, or other payments due as a result of the field trip, at least one (1) week before they are needed. Please inform the Business Office of the name of the bus company and the cost of the bus.
6. If students will be eating lunch away from campus or on campus at a special time, the food service manager in the cafeteria must be informed of the date of the field trip and the number of students involved.
7. Make copies of the Parental Permission Form and take copies to the form with you on the field trip. The permission form contains emergency information that you need to have.
8. Turn in completed Advanced Absence forms in to the Assistant Principal's office three (3) days before the field trip. Prepare lesson plans for the sub.
9. Report attendance to the Attendance Office before you leave.
10. Have Fun!!!