

**BOARD OF EDUCATION, DISTRICT 148
DOLTON, COOK COUNTY, ILLINOIS**

FIELD TRIP CHECKLIST

School: _____

Date (s) of Trip: _____

Trip Destination: _____

Sponsor: _____

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

DATE

DONE

STEP 1: INITIAL PLANNING (8 WEEKS BEFORE TRIP)

(See "School Sponsored Field Trip – Preliminary Approval Form")

Determine and document the educational benefit of the field trip (curriculum related study, Interscholastic athletics, and co-curricular activities)

Develop a description of all activities; include transportation, housing, and eating plans; list unusual aspects of the trip; include all related brochures; estimate the planned number and ages of participating students and chaperones needed.

Determine proposed costs and funding

Develop a preliminary itinerary of activities

Identify if the field trip has special hazards, including on/in/near water, in remote locations/hiking, involving animals, and/or outdoor education; avoid high-risk activities

Review field trip plan with principal

Secure principal's preliminary approval to conduct the field trip, and to conduct fundraising if applicable (seek school board approval for fundraising if needed)

Receive preliminary Superintendent or school board approval

Review procedure for fundraising, and develop a plan including fundraising activities, a plan for assisting the students who are unable to pay their own expenses, and a method for return funds if not used for the trip

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STEP 2: DETAILED PLANNING (8-2 WEEKS BEFORE TRIP)

Contact place(s) being visited to make preliminary arrangements (if needed) Evaluate the field trip site for potential hazards, special requirements of location and activity, and accommodations

Review all contracts and insurance requirements; ensure insurance for out of country field trips (the principal reviews and signs any contracts and all forms)

Arrange for transportation:

- If school bus, submit request to transportation
- If other, check with risk manager/safety officer for guidelines

Arrange for food services (if needed)

Develop a detailed itinerary

Identify risks associated with this field trip

Address unusual aspects of trip with risk manager/safety officer

Determine adult supervision needed and arrange for chaperones:

- Ensure adequate number based on the type of activities planned and the age of the students for developmental appropriateness; ratio approved by school administrator
- Ensure qualified for special needs (first aid trained, lifeguard, etc.)
- Ensure criminally screened
- Ensure they received district chaperone guidelines

Arrange for needed equipment and supplies, including emergency equipment

Meet with school nurse to plan medication needs/dispensing for students; arrange for distribution of special medications on the field trip (trained staff and secured medications)

Assemble parent information/permission packet:

- Letter home to parents
- Detailed itinerary of activities
- Permission forms (informed consent, emergency treatment, medical conditions)
- List of things students can and cannot bring, appropriate dress

If academic competition is involved, submit to principal for approval:

- Written criteria and guidelines used to select participants in academic competitions
- Written communications used to inform parents and students of the academic competition and of the governing guidelines

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Obtain final administrative approval

If a substitute is required, submit request to principal

Arrange for supervision of students who opt out of the field trip

STEP 3: FINAL ARRANGEMENTS (2 WEEKS BEFORE THE TRIP)

Provide field trip information to parents including:

- Letter home to parents
- Detailed itinerary of activities
- Permission forms (informed consent, emergency treatment, medical conditions)
- List of things students can and cannot bring, appropriate dress

Provide orientation for chaperones, and ensure adequate supervision will be available

Confirm transportation

Confirm food services (if needed)

Confirm arrangements with place(s) to be visited (if needed)

Confirm availability of needed equipment and supplies

Confirm arrangements for special medications

STEP 4: FINAL CHECKS (DAY OF TRIP)

Confirm there is adequate adult supervision for the trip; check the number and types of chaperones

Check attendance

Ensure adequate transportation

Ensure parental permission is obtained and emergency information is available:

- Every student has returned the parent permission/emergency medical form
- Provide the school office with a copy of the signed field trip permission form/emergency medical form for each student (the original of these forms stay with the field trip sponsor)
- A copy of the parent permission/emergency medical form for each student and staff member are kept with them

Review behavior and safety standards with students and chaperones before departure, including:

- Reinforce school rules and expectations
- The system of accounting for students and the use of the buddy system
- Review emergency procedures (for injury, accident, or inappropriate activity)

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- Explain what to do if a student gets separated or lost from group

Check emergency supplies and essential items for the trip

If special equipment or clothing is needed for each student, ensure that it is provided

Get medication for students from the office and ensure medications are secured

Make sure that staff/chaperones on the field trip have the phone number for administrators, and the school office/administrator has (cell) phone number of staff on the trip

STEP 5: AFTER TRIP EVALUATION

After the field trip, evaluate field trip procedures and the activities involved to ensure field trips in the future are safe.

P15-A
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