

Field Trip Planning Checklist

- _____ 1. Check school calendar for conflicts before setting date for trip.
- _____ 2. Email information (who, what, when, where, time) to principal prior to request to confirm no calendar conflicts.
- _____ 3. Make arrangements with destination.
- _____ 4. Calculate cost for students.
- _____ 5. Complete online field trip request form.
<https://campbell.astihosted.com/Login2.aspx?FormURL=https://www.astihosted.com/CAMPBELL/FormsV2/User/Forms/TransitToFormSubmission.asp?fid=GUQ31241236111112>
- _____ 6. Upon approval, contact health office/nurse of field trip and give date, times, and destination of trip. A class list of those attending is needed **10 days in advance** of the trip to see if any of your students will need to bring medication on the trip.
- _____ 7. Create Field Trip permission slip. Be sure to include date, time, and location of the trip, lunch information, student cost, medications/health issues, etc. Submit to principal for approval prior to sending out with students.
[Example Permission Slip Letter](#)
- _____ 8. Reserve buses by filling out a School Bus Requisition Form (found in the main office) and return to principal who will sign and forward to the bus garage.
- _____ 9. Notify other staff in the building of your trip. Having your trip on the Master Calendar is not enough. Other staff in the building need to know so they can make arrangements.
- _____ 10. Recruit chaperones. Chaperones must be on the approved list from central office to be an official chaperone.
- _____ 11. Collect permission slips and money. Record lunch numbers for the Lunchroom Manager, Rhonda Wells.
- _____ 12. Notify the lunchroom manager, Rhonda Watts, of the trip **at least 10 school days** in advance. (Kids should pack if not buying a lunch while on the trip, but bag lunches can be made if needed.)
 - Number of bag lunches will be needed.
 - Number of students who will be absent for lunch on day of trip.
- _____ 13. If you need a check issued, please let Joni Ruffing know five (5) days in advance. Information needed:
 - a. Amount of check (invoice required)
 - b. Who to make the check out to
 - c. Date check is needed
 - d. Completed and approved purchase order
- _____ 14. **For GRADE LEVEL TRIPS** - Give the attendance office a list of students who are going and a list of students who are staying back and where they will be.
For OTHERS (i.e., band, choir, G/T, etc.) – Give the attendance office a list of students who are going on the trip.
- _____ 15. Submit student demographic information to the main office prior to the trip. A copy must also be in the possession of chaperones to provide to the driver. The buses **will not depart** without this information.