

Field Trip Checklist

General Preparation

- Put field trip goals and objectives in writing.
- Obtain permission from school administrator/pastor.
- Determine means of transportation.
- Determine number of chaperones needed.
- Send field trip permission forms/medical authorization waivers to parents/guardians.
- Allow time for CORI checks to be done and verify information.
- Allow time for completion of Protecting God's Children program and verify that it has been completed.
- If using volunteer drivers, verify age, background check, driver's history and completion of Protecting God's Children program.
- If volunteer is driving other students, obtain permission from parents of students.
- Be sure all volunteers are aware of cell phone/text messaging policy.
- Verify that every student has handed in a permission slip.
- Make alternate arrangements at school for any child not attending.
- Have plan in place in case of disciplinary issues.

Emergency Planning

- Prepare first aid kit to bring on trip.
- Prepare emergency action plan.
- Prepare roster of students and chaperones, along with emergency contact information.
- Determine if any child has special needs or medical conditions, including food or environmental allergies.
- If a child has severe food allergies, ensure proper protocols are in place.
- Determine who will notify parent in event of accident/injury.
- Confirm that at least one chaperone/staff member is certified in CPR/first aid.

Other

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