

# Trip Planning Checklist

## General Preparation

- Put field trip goals and objectives in writing.
- Obtain permission from administrator. (See sample Administrator Permission Form as needed.)
- Determine means of transportation.
- Determine number of chaperones needed. (See Guide for Trips with Minors for minimum requirements.)
- 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 prior to the trip.
- If using volunteer drivers, verify age, background check, driver's history and completion of *Protecting God's Children* program prior to the trip.
- If volunteer is driving minors, obtain permission from parents/guardians of minors.
- Verify that every minor has handed in a permission slip.
- 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 participants and chaperones, along with emergency contact information.
- Determine if any participant has special needs or medical conditions, including food or environmental allergies.
- If a participant has severe food allergies, ensure proper protocols are in place.
- Determine who will notify emergency contact in event of accident/injury.
- Confirm that at least one chaperone/staff member is certified in CPR/first aid.

## Other

- \_\_\_\_\_
- \_\_\_\_\_