PALISADES
SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 12, 2012

121.1-AR FIELD TRIP PLANNING CHECKLIST

____ 1. Ascertain student interest.

____ 2. Determine cost (transportation, meals, admission fees, etc).

____ 3. If in state - obtain approval of building principal.

____ 4. If overnight – obtain approval of building principal and place field trip on board agenda at least 90 days in advance if fundraising is necessary or 30 days in advance if no fundraising is necessary. Building Administrator will present the trip to the Board Members.

____ 5. Submit letter of assurance form and a formal letter requesting field trip approval to the Superintendent's Secretary for inclusion in the Board Packets.

____ 6. Plan trip itinerary.

____ 7. Identify pre-trip activities (fundraising).

____ 8. Identify post-trip activities.

____ 9. Select chaperones and provide orientation.

____ 10. If special education funds are required to pay for costs associated with a one-to-one assistant, personal care assistant, or special services (i.e., interpreter, nurse, etc.), please forward a detailed request to the Director of Pupil Services. Reimbursement to a PTA or Booster group can only be made from a detailed invoice from the appropriate group treasurer.

____ 11. Prepare alternative instructional activities for students non-participating.

____ 12. Develop statement of student behaviors and expectations.

____ 13. Initiate contact with students and parents/guardians.

____ 14. Prepare bus rosters and emergency call procedures.

____ 15. Notify head cook when twenty-five (25) or more students will not be participating in lunch program. Notification should be at least one (1) week in advance of the trip.

____ 16. Identify students on prescribed medication and/or with medical problems.

____ 17. Provide a list of student participants to the attendance office and to each staff member prior to departure.

____ 18. Complete evaluation of the trip by students and chaperones.

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Advisor's Signature & Date ***Supervisor's Signature & Date***