

MARYSVILLE PUBLIC SCHOOLS TEACHER CHECK LIST FOR OVERNIGHT FIELD TRIPS

Building: _____

Advisor: _____

Current Date: _____ Field Trip Date: _____

PRE-TRIP CHECK LIST:

DATE CONFIRMED/COMPLETED

- | | |
|---|-------|
| <input type="checkbox"/> Administration | _____ |
| <input type="checkbox"/> Board of Education | _____ |
| <input type="checkbox"/> Check w/Bldg. Master Calendar | _____ |
| <input type="checkbox"/> Other Transportation/Bus Available/ | _____ |
| <input type="checkbox"/> # of Students _____ Teachers _____ Chaperones _____ | _____ |
| <input type="checkbox"/> Estimated Cost (Bldg. Secretary) | _____ |
| <input type="checkbox"/> Cost (totals): | |
| \$ _____ Bus (or other transportation) | _____ |
| \$ _____ Meals | _____ |
| \$ _____ Fees | _____ |
| \$ _____ Other(explain) | _____ |
| <input type="checkbox"/> Substitute Teacher Available (Bldg. Secretary) | _____ |
| <input type="checkbox"/> Teacher Leave Form | _____ |
| <input type="checkbox"/> Overnight Field Trip Request Form Signed | _____ |
| <input type="checkbox"/> Request for School Bus/Van
(circle one if needed) | _____ |
| <input type="checkbox"/> Parent Consent/Permission Slip/
Emergency Information Form
(copy to secretary) | _____ |
| <input type="checkbox"/> Itinerary to Students | _____ |
| <input type="checkbox"/> Chaperone Guidelines/Chaperone Meeting (Guidelines due 7 days prior to trip) | _____ |
| <input type="checkbox"/> Map of Destination | _____ |
| <input type="checkbox"/> First Aid Kit/Medications | _____ |
| <input type="checkbox"/> Check Board Policy (included in packet) | _____ |
| <input type="checkbox"/> Kitchen Contact (Bldg. Secretary) | _____ |
| <input type="checkbox"/> Staff Communication (Secondary Level Only) | _____ |
| <input type="checkbox"/> Trip Destination/Hotel Confirmation | _____ |
| <input type="checkbox"/> Cell Phone (# _____) | _____ |
| <input type="checkbox"/> List of Names to Principal (Student/Adults) | _____ |
| <input type="checkbox"/> Background Checks by Central Office | _____ |