

**TRAVERSE CITY AREA PUBLIC SCHOOLS**

FIELD TRIP CHECK LIST

In addition to compliance with the policies:

- A. A copy of the trip folder for the Trip Manager will be sent to the principal prior to departure.
- B. The individual responsible for managing trip funds must work with the principal prior to submission of this form.
- C. A communication plan will be submitted to the principal once this trip is approved.

**Field Trip Checklist**

- \_\_\_\_\_ Review Policies/Guidelines #2340/8640/8660/5342
- \_\_\_\_\_ Submit Trip Request Form for any field trip outside District boundaries.
- \_\_\_\_\_ Trip approved.
- \_\_\_\_\_ Submit Form 602180 to Transportation
- \_\_\_\_\_ Transportation approved
- \_\_\_\_\_ Notify appropriate staff of trip.
- \_\_\_\_\_ Provide each chaperone with a copy of Chaperone Responsibilities #2340 F8.
- \_\_\_\_\_ Student Permission Slips sent home (including emergency medical authorization).
- \_\_\_\_\_ Student Permission Slips returned.
- \_\_\_\_\_ Driver/Owner Information Form completed and on file.
- \_\_\_\_\_ Parental Permission & Designation of Driver/Vehicle Permission Form sent home.
- \_\_\_\_\_ Parental Permission & Designation of Driver/Vehicle Permission Form returned.
- \_\_\_\_\_ Responsibility Contract signed and returned prior to overnight trips.
- \_\_\_\_\_ Student rosters & itinerary (map when necessary) completed for all drivers.
- \_\_\_\_\_ Trip folder for Trip Manager to include (and a complete copy for the principal):
  - Field Trip Proposal
  - Itinerary
  - Travel routes & schedules
  - Driver Information
  - School Emergency Procedures
  - Roster with names, addresses, phones, emergency contacts of TCAPS personnel.
  - Post-trip evaluation with principal.