

TRAVERSE CITY AREA PUBLIC SCHOOLS

DISTRICT-SPONSORED OVERNIGHT FIELD TRIP CHECKLIST

- _____ Review Policies/Guidelines #2340/8640/8660/5341.
- _____ Submit Trip Request Form with list of chaperones and the following (as appropriate) for field trip outside District boundaries.

- _____ If a travel company is used for transportation, rooms, or any other aspect of the trip, submit written confirmation of the following with the Trip Request Form:
 - Licensed to operate in MI
 - Registered and bonded
 - Properly insured for the trip and policy covers the District, staff members and chaperones involved in the trip, and all phases of the trip from start to finish.
 - In compliance with Federal laws regarding accessibility for and rights of those with disabilities.
- _____ Trip approved
- _____ Submit Form 002180 to Transportation if District transportation is requested.
- _____ Transportation approved.
- _____ Notify appropriate staff of trip.
- _____ Provide each chaperone with a copy of Chaperone Responsibilities 2340 F8.
- _____ Submit volunteer Release Forms (3120.09 or 4120.09 F1) for all chaperones to the principal prior to the trip.
- _____ 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:

- 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.

Revised 4/1/19

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