

School District of Manatee County

Field Trip Procedures Checklist – Mandatory Form

Person responsible for each of the activities below must verify that he/she has addressed the item by initialing where indicated. ALL FORMS, INCLUDING THIS CHECKLIST, MUST BE COMPLETED AND SUBMITTED TO THE PRINCIPAL TWO DAYS PRIOR TO THE TRIP.

STAFF— INITIAL AND DATE TO INDICATE TASK IS COMPLETE. PERSON RESPONSIBLE FOR EACH AREA MUST INITIAL – NOT JUST THE FIELD TRIP COORDINATOR PLEASE NOTE THAT THESE ARE RECOMMENDED TIMELINES

SIX WEEKS PRIOR _____

		Date
_____ Initial	Field Trip Coord	Complete Manatee County Field Trip Request Form (See Appendix A in the Field Trip Handbook)
_____ Initial	Field Trip Coord	Begin overnight field trip procedures (if necessary).
_____ Initial	Bookkeeper	Submit transportation requests to the bookkeeper/designee. Work Order # _____

FIVE WEEKS PRIOR _____

		Date
_____ Initial	Bookkeeper	Review finance/transportation procedures with bookkeeper. _____

FOUR WEEKS PRIOR _____

		Date
_____ Initial	School Nurse	Review list of students going on the trip with the school nurse.
_____ Initial	Bookkeeper	Submit any necessary contracts to the bookkeeper.

THREE WEEKS PRIOR _____

		Date
_____ Initial	Senior Secretary	Complete/submit ATD forms/sub requests to senior secretary.

TWO WEEKS PRIOR _____

		Date
_____ Initial	Field Trip Coord.	Distribute parental permission forms (which include details of trip). (See Appendix C in the Field Trip Handbook) No student will be allowed to participate without a completed and signed parental permission form.
_____ Initial	Bookkeeper/Designee	Bus requisition forms are completed, approved, and attached (special needs of students were considered; i.e. wheelchairs). Emergency contact list needs to be provided to the Field Trip Coordinator, Bus Driver(s), the Transportation Office and left with the Principal on the morning of the trip (See Appendix D in the Field Trip Handbook).

(Appendix B – continued on next page)

_____ Initial	Attendance Clerk	List of students attending is given to Attendance Clerk.
_____ Initial	Cafeteria Manager	List of students attending is given to Cafeteria Manager along with lunch Request.
_____ Initial	Cafeteria Manager	The manager prints the "Manager Alert Report" and reviews it with the teacher for students with allergies. If a student is listed with a peanut allergy, "Meal 1" is not an option <u>for the entire class</u> . If a student is listed with other allergies, an appropriate meal will be prepared according to the student's needs. <u>Put none in the column if a student does not have any allergies. Failure to check the allergy record will result in disciplinary action.</u>
_____ Initial	Field Trip Coord.	Parent Chaperones have read the Chaperone Guidelines and Responsibilities (Appendix E) and completed a Volunteer Form. A list of chaperones is attached.
_____ Initial	Nurse/Clinic Staff	Medication/special provisions for health-related issues have been discussed/arranged with clinic staff. School Health Field Trip Checklist is completed/attached. (See Appendix G).

ONE WEEK PRIOR _____

<i>Date</i>		
_____ Initial	Office Staff	All Chaperones must be entered into Raptor Technologies for Level I screening by the office staff.
_____ Initial	Field Trip Coord.	All fully approved ATD's are submitted to the Principal or designee at the school.
_____ Initial	Field Trip Coord.	Any necessary substitute lesson plans are in place.
_____ Initial	Field Trip Coord.	Last minute changes/additions made to student information.
_____ Initial	Bookkeeper	All financial arrangements have been taken care of. Provisions have been made for those students who could not afford to contribute.
_____ Initial	Field Trip Coord.	All affected teachers have been notified of the field trip via weekly calendar, email, ect. (special areas such as art, music, P.E., ect.).
_____ Initial	Field Trip Coord.	This Field Trip Checklist to this point has been completed and has been submitted to the Principal for approval at least two days prior to the Field Trip.

This form is mandatory. The above portion must be completed and returned to the Principal for approval at least **2 days prior** to the Field Trip. Due Date: _____

The Field Trip Coordinator shall **report immediately** to the Principal any knowledge of **accidents, injuries, or illnesses** that occur on the trip. The Principal will in turn notify the Director of Risk Management.

The Field Trip Coordinator should meet with the Principal within **one week after** the trip to review any concerns with the trip and to turn in any required paperwork for records retention, including permission forms. Meeting Date Before: _____