

# Preston Field Trip Check List

Staff Sponsor: J Johnson Today's Date: 1-7-19



## Planning a Field Trip?

All steps on the checklist below must be completed and approved **18 days prior to the field trip date**. Please turn in this check list with the Preston Field Trip Proposal Form, be sure all the steps are initialed upon completion.

Travel Date(s): 1-25-19 Departure Time: 4:45 am Return Time: 4:30  
Destination: \_\_\_\_\_

### INITIAL THE FOLLOWING:

1. ✓ Submitted the Preston Field Trip Proposal Form to Administration for review **three weeks** prior to trip.
2. ✓ Check the **School-Wide Calendar** for possible conflicts with events happening on the same date(s). **Avoid end of the quarter and CMAS assessment windows.**
3. ✓ Fill out the appropriate **PSD Student Permission Form for Field Trips** and attach it to the Preston Field Trip Proposal Form.
4. ✓ Bus requested: \_\_\_\_\_ n/a: \_\_\_\_\_ Approved: yes
5. N/A Parent Drivers requested: \_\_\_\_\_ n/a: \_\_\_\_\_  
If yes, copy of parent driver's license and insurance cards have been submitted to Monica Reed. \_\_\_\_\_  
Parent consent form given to students to ride with parent driver. \_\_\_\_\_
6. ✓ Substitute requested
7. ✓ **First Aid/CPR/AED** confirmed with nurse or copies of cards submitted.
8. ✓ Roster of students attending field trip given to Brenda Meier.
9. ✓ Roster of students attending field trip given to Jen Hofer.
10. ✓ **IMPORTANT - HEALTH & MEDICAL CHECK:** Schedule a meeting with Jen Hofer to identify/support students with specific health and medical needs. \_\_\_\_\_
11. ✓ Communicate all approved field trips to Shannon McCleney.
12. N/A Verify all volunteers are registered with the PSD Volunteer program
13. ✓ Communicate to Leslie Todd, Kitchen Manager, the number of students that will not be eating lunch at school or any requests for sack lunches.

Field Trip checklist completed and submitted to Brenda Meier

JJ 1-7-19

# Preston Field Trip Planning Guide

Form(s) of Transportation - Check all that apply.

- School Bus
- Volunteer Drivers  
(Parents, staff, etc.)
- Other: \_\_\_\_\_

## Trip Cost

- Total Trip Cost: unknown
- Individual Student Cost: lunch (est. \$15)
  - How will the field trip expenses be paid?
    - Fundraiser/donation
    - Student fee collected, estimated cost per student: 0
    - Other: district + building

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## ADMINISTRATIVE REVIEW:

### Approved

Specific recommendations that are required to be met or considerations that should be addressed:

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### Denied

*Pending - more information needed*

Needed information OR reason for denial:

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Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_