

RHS Field Trip Checklist

(Put a check and a date by each when completed)

_____ Before booking event, check with Mr. Ferguson and secure 2 possible dates.

_____ Call location and schedule trip. Be ready to provide the following information:

- Total # of students, teachers, aides, chaperones, bus drivers. We need a 10-1 student to teacher ratio. If an administrator is requested or required, please let Mr. Ferguson know.
- Find out if the location wants you to pay upon arrival, or if they'll collect #s from you once you get there and mail the invoice after the trip.

_____ Complete Field Trip Transportation Form in the Staff Shared folder 17-18'.

_____ If you need to arrive with payment, please provide Mrs. Priest with an invoice and fill out the appropriate Purchase Order Request. Please make sure that funds are collected to cover both the costs of the trip and transportation.

_____ Determine student groups and chaperone assignments with team teachers. Print groupings for the day of the trip.

_____ Develop an itinerary and letter to be sent home with permission slips that must be returned.

_____ Send a list of students attending the trip to Nurse Arthur at least one week prior to the trip. Update her as students are added or dropped.

_____ Notify the cafeteria of any students requiring a bagged lunch for the trip.

_____ Before leaving, update the number of students and adults attending and call location to let them know so that charges for admission can be updated.

_____ Pick up the medical kit from Nurse Arthur.

_____ Turn in final attendance prior to departure to the office or administrator at the school. If neither are there, please place the attendance on Ms. Hayes keyboard in the Main Office.