

**THOMPSON SCHOOL DISTRICT R2-J
TRAVEL CHECKLIST FOR DISTRICT SPONSORED OVERNIGHT FIELD TRIPS**

**This form must be completed for all overnight, in-state and out-of-state.
Sponsors must follow procedures for field trips as outlined in Board Policy.**

District sponsored overnight in-state, out-of-state or out-of-country trips require principal approval and District overnight trip approval.

District policy also requires that any person who chaperones a field trip or rides the bus must register online as a volunteer and pass the background check. The last day to register is April 30th. Register at <http://www.thompsonschoools.org/page/2277>.

Group/Class: _____ Date of Trip: from _____ to _____

School: _____ Destination: _____

Check as completed.

	Complete an Overnight Activity Trip Request (Form F) outlining the educational objectives and value of trip, basic itinerary listing sponsor and how trip will be financed. Advise principal at least 60 days in advance of the proposed trip for in-state and 90 days in advance for out-of-state and obtain principal approval.
	Forward the Overnight Activity Trip Request (Form F) to the district athletics and activities office at the district office at least 60 days before the proposed trip for in-state and 90 days for out-of-state.
	Confirm district overnight trip committee approval for trip with district athletic and activities office.
	If fund raising money will be used to finance all or part of the trip, submit an Activity Project/Fund Raising Approval (Form A) at least 45 days prior to the start of the fund raiser in order to obtain District Athletics and Activities department approval.
	Complete Travel and Lodging Arrangements (Form G). If using district transportation, submit the Bus Transportation Request. If there will be volunteer drivers, obtain the signed Volunteer Driver Authorization (Form D) along with copies of driver's license, and proof of insurance coverage and motor vehicle record report for in-state only. All out-of-state travel must be in commercial vehicles.
	Provide a health plan and contact the school nurse for students who require medications in order to participate in the trip.
	Review student travel considerations for sponsors.
	Distribute trip information and parent meeting notice to students.
	Conduct parent meeting/information night to discuss details of proposed trip and distribute overnight trip information guide (Section V). Review Student Travel Considerations for Student and Parent/Guardian. Review risk, responsibilities and travel consideration guidelines with chaperones. Provide participant and parent/guardian with an itinerary that includes transportation information, housing accommodations and assignments. Inform participant and parent/guardian as to the amount of student fund raising dollars that will be used to cover the sponsor's expenses.
	Collect applicable overnight trip parent permission and consent for transportation forms (in-state only) i.e., Acknowledgment, Release and Consent Agreement for Student and Parent(s)/Guardian(s) (Form H), General Trip Rules & Behavior Contract (Form I), Student Medical and Emergency Information (Form J), Consent to Give Medication Release Agreement and Physician's Signed Order for Medication (Form K), and Acknowledgment and Release Agreement for Adult Volunteers (Form L). Safety and Security, Drug and Alcohol Abuse (Form M)

	Notify nutritional services of the number of students who will not be eating lunch on the school days of the overnight trip.
	Collect student fee for trip and deposit with school bookkeeper.
	Confirm insurance coverage for overnight trips with the district insurance office.
	Finalize travel and lodging arrangements (Form G).
	Complete a roster of participating students with addresses and phone numbers for the sponsor and copies on file with the office manager or designee at the home school.
	Designate someone in the school office as an "in-house" sponsor for the trip to be the contact in case of an emergency.
	In the event a student is injured, please complete the student incident report and submit it to your nurse's office.
	Forward a copy of this checklist to the activities and athletics office at the district office.
	Forward roster and all signed forms and permission slips to district insurance office after the activity (Forms A – L). Form D must be submitted to the district insurance office for review 30 days prior to the trip.