

THOMPSON SCHOOL DISTRICT R2J TRAVEL CHECKLIST FOR DISTRICT SPONSORED DAY FIELD TRIPS

This form must be completed for all field trips limited to school hours or beyond school hours but not exceeding one day.

Sponsors must follow procedures for field trips as outlined in Board Policy

Group/Class _____ Date and time of trip _____

School _____ Destination _____

Check as completed

	Review attached board policies and high risk activities not sponsored by members of the Northern Colorado School Districts Liability Self-Insurance Pool with Prohibited and Restricted Activities List.
	Outline 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 and obtain principal approval. If the trip is out-of-state, please notify the district athletics and activities office, in writing, of the group, sponsor, date, times and destination 60 days before the trip.
	If fund raising money will be used to finance all or part of the trip, submit a Fund Raising Request Form (Form A) at least 45 days prior to the start of the fund raiser in order to obtain district athletics and activities office approval.
	Arrange for transportation by completing and submitting the Bus Transportation Request or by obtaining the signed Volunteer Driver Authorization (Form D) along with copies of driver's license, proof of insurance coverage and a current motor vehicle record report.
	Distribute Parent/Guardian Field Trip Information packet to students for parent approval (Section III).
	Conduct parent meeting/information night to discuss details of proposed trip (if necessary). Inform chaperones of their responsibilities (this varies by activity and is determined by the staff member).
	Provide the parents with information concerning the destination of the trip, transportation and eating arrangements, date and time of departure and estimated time of return.
	Collect one of the respective Field Trip/Activity Permission Forms; (Form B) for most standard field trips i.e. zoo, museum, local/regional points of interest; (Form C) for activities that may be physically strenuous or require additional skills or abilities i.e., skiing, ropes courses; (Form E) used for any activity where the student is going to be transported in a private vehicle. Private vehicle transportation is to be used only under special circumstances (see board policy).
	Notify nutritional services of number of students who will not be eating lunch at school the day of the field trip.
	Complete Day Field Trip Roster
	Collect student fee for trip and deposit with school bookkeeper.
	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.
	Check with your nurse's office to determine if any student requires medication to be takes for the duration of the trip or a health plan in order to participate.
	Forward roster and all signed parent release forms and permission slips to district insurance office after the activity.