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Staff Field Trip Checklist

- Field Trip Approval form completed and approved - <https://www.southgateschools.com/departments/curriculum/field-trip-forms>
- Permission slips created and approved by the principal
- Permission slips distributed, signed and returned.
- Any money is collected (One week before the Field Trip). If a PTO or another source is paying the field trip directly, the field trip payment does not need to be processed by the Business Office.
 - [Click here for a link to the Money Collection Document](#)
- Cash receipts provided and/or sent home, retain a copy for final reports
- Money is delivered to the school office who will send it to central office, with copies of cash receipts along with a copy of the signed field trip approval form.
- The business office will cut a check to the field trip destination or the staff member will pay for the field trip and seek reimbursement from the business office. Account numbers for deposits and check requests are below.

<input type="checkbox"/> Allen 62-431-5050-000-000-0000	<input type="checkbox"/> 6th gr 62-431-6725-000-000-0000
<input type="checkbox"/> Grogan 62-431-3150-000-000-0000	<input type="checkbox"/> 7th gr 62-431-6735-000-000-0000
<input type="checkbox"/> Fordline 62-431-2204-000-000-0000	<input type="checkbox"/> 8th gr 62-431-6745-000-000-0000
<input type="checkbox"/> Shelters 62-431-4450-000-000-0000	<input type="checkbox"/> SAHS - 62-431-9250-000-000-0000
<input type="checkbox"/> North Pointe 62-431-6010-000-000-0000	
- Transportation arranged (if required)
- Transportation request - Field trips may be subject to a limited number in a set period of time. [Dean Transportation](#) should be the preferred option. PTOs can pay this directly.
- A plan for lunch has been made (if applicable)
- If the field trip is a school-wide field trip, please contact Renae Gowen so that Atlas students may be included in the field trip as well.
- Student roster complete with emergency contacts printed

- Medication plans have been made (if applicable) - Please click this link - [Health and Medical Care Field Trip Considerations](#) - to find out specifically what is required.
- Resource, Kitchen and other staff notified that their students will be out of the building
- Substitute teacher coverage arranged (if applicable)
- Lesson plan left for students not going (if applicable)
- Learning objectives are planned and students are aware of the learning target for the field trip
- Student name tags created (if needed)
- Chaperones are arranged
- Chaperones have been cleared with a background check through the office one week prior