

Hanover Community School Corporation

STANDARD FIELD TRIP CHECKLIST

Trips should be made at least three (3) weeks in advance.

√ Please check and complete this form in the following sequence:

- 1. school _____ Grade _____
- 2. Trip Location _____ Trip Date: _____
Address: _____
- 3. Field Trip Application Approved by Principal, Transportation, and Superintendent
- 4. Funding Source Confirmed: (Source) _____ N/A
- 5. Nurse Notified - First Aid Kit Checked/Student Medications
- 6. Nutrition Services Notified (number of students) N/A
- 7. Attendance Notified (list of students)
- 8. P.O. Obtained from Business Services N/A
- 9. All Fees Collected and Submitted to School Bookkeeper N/A
- 10. Signed Field Trip Consent Form Collected for all Participating Students N/A
- 11. Chaperone Form Completed by each Participating Chaperone N/A
- 12. Site Agreements and Permits Signed and Returned N/A

Signature of Field Trip Sponsor

Date: ____ / ____ / ____

2/2/24