

Field Trip Checklist

The following is a checklist to ensure all aspects of a field trip have been addressed.

- Field Trip Request Form (located on the school website)
- Permission Form for each student (this should include an emergency contact number)
- Nurse Form
- Cafeteria Form
- Enter staff absence with Lisa Gebhardt
- Bus Roster (located on the Common Drive)

The following people get a copy of the bus roster:

- Office
- All teachers attending the field trip
- Bus driver

Nurse Form

Teacher: _____ Class/Group: _____

Today's Date: _____ Date of Trip: _____

Departure Time: _____ Return Time: _____

Destination: _____

Additional information the nurse may need to know:

Please give this form to Nurse Kelly. This will ensure she has adequate time to prepare any medication for the students attending the field trip.

-----Cut Here -----

Field Trip Cafeteria Form

Today's Date _____

Teacher/Grade/Group: _____

Destination: _____

Date of Trip: _____ Lunch Pickup Time: _____

Field Trip Meal: Meat & Cheese sandwich, chips, fruit, carrots, cookie, & milk (white, Choc, Soy). Breakfast: Sack meal with pop tart, fruit, yogurt, milk

Kitchen will notify if the menu changes.

Meals will be in sacks unless teacher brings plastic bags. Teacher/group will provide coolers.

Please return this form to kitchen by 2:00 pm on the **Wednesday of the week prior** to the trip. This will ensure adequate time to order meal supplies.

Day of Trip: Kitchen will need the list of students getting fieldtrip meals. List must match attendance for the day.