

Below is a list of items that need to be completed by the Field Trip Coordinator

- _____ Review the MISD Student Travel Guidelines
- _____ Determine the **educational need** for the Field Trip
- _____ Determine a **place** and **date** for your Field Trip and check to make sure it doesn't conflict with the District blackout and campus blackout dates.
- _____ Determine how much the Field Trip **cost** participants
- _____ Determine what type of **transportation** is needed
- _____ Determine how and where students will **eat**
- _____ Create an Itinerary which includes date and deadlines
- _____ Determine how many **chaperones** you will need
- _____ Submit request for **approval** in Eduphoria
Formspace → Submit New Form → Student Travel
- _____ Once your request is approved, Middle School and High School trips will need to coordinate with their campus administrator for all students and their bags to be screened through Evolve before loading the bus/vehicle.
- _____ Complete **Transportation Request** from MISD Transportation
- _____ Complete **Nurse Field Trip Notification Form**
- _____ Complete any additional **campus forms** required for Field Trips
- _____ Secure additional **chaperones** and conduct a chaperone meeting if needed
- _____ Communicate with your cafeteria about **sack lunch** needs
- _____ Communicate with your bookkeeper about **payment** needs
- _____ Communicate final trip information with **parents** via email or parent meeting
- _____ Have parents and students complete the **Medical Authorization Form** if needed
- _____ Have a binder with the **Medical Authorization Forms** for easy access throughout the trip. All chaperones should know the location of this binder for emergencies.