

Lakewood Field Trip Checklist

DATE OF TRIP:
FIELD TRIP:
CLASSES ATTENDING:
ORGANIZING TEACHER:

Responsible Party	Timeline	Task	Send To	Due Date	Done (initial)
Teacher	Prior to work below	Review district policy and procedure regarding field trips (2320 & 2320P).	Not Applicable		
Teacher Administrative Assistant	Prior to work below	- Determine the cost and the funding source for the trip and confirm it is allowable with the business office - Provide any agreements or other documents needed if the funding is from an external source. (i.e., grant)	Business Office Administrative Assistant		
Teacher	Prior to work below	Create a draft itinerary. As part of the process, identify any risks with: - Location - Venue - Activities If needed, reach out to the Executive Director of Finance for a risk consultation	Not Applicable		
Teacher	MINIMUM of four weeks before the trip, and at least two weeks before a school board meeting.	For overnight/out-of-state field trips only: Set up lodging arrangements for the trip and take the overnight trip request to the board for approval	Administrative Assistant		
Teacher	MINIMUM 3 weeks before trip	For day field trips only: Complete: - Field Trip Information Form to obtain pre-approval from an appropriate administrator - Transportation Trip Request Form	Administrative Assistant		
Administrative Assistant	IMMEDIATELY after approval for trip	Send copies of approved Field Trip Information Form	- Teacher - Health Room - Kitchen		
Administrative Assistant	MINIMUM 3 weeks before trip	Send Transportation Trip Request Form and obtain confirmation of request	Transportation		
Teacher	MINIMUM 3 weeks before trip	Send: - Letter about field trip - Field Trip Information Form and Student's Field Trip Information Form/Consent Agreement - Sack lunch request (if necessary)	Parent or Guardian		

Teacher	MINIMUM 3 weeks before trip	- Determine chaperones - Obtain approval of any non-staff and work with the office to ensure screening and background checks are complete - Develop a plan for students/chaperones that may need accommodations/supports	Office Staff		
Teacher	MINIMUM 2 weeks before trip	Collect all documents and turn in: - Student Field Trip Information Form/Consent Agreements - Sack Lunch Request Forms as received (teacher keeps track of and records receipt)	Administrative Assistant		
Administrative Assistant	As received	Enter Student Field Trip Information Form/Consent Agreements into Qmlativ to create roster for trip	Qmlativ		
Health Room Staff	MINIMUM 2 weeks before trip	For overnight/out-of-state field trips only: - Determine Health Needs - Complete health paperwork - Consult with the District Nurse of training needed for the trip	Administrative Assistant		
Health Room Staff	MINIMUM 1 week before trip	For day field trips only: - Determine Health Needs - Complete health paperwork - Consult with the District Nurse of training needed for the trip	Administrative Assistant		
Administrative Assistant	MINIMUM 1 week before field trip	Deliver Sack Lunch Request forms to kitchen staff	Kitchen		
Nurse	Up to 1 week before field trip	Train attending teachers on any health issues or procedures (including allergies)	Not Applicable		
Health Room Staff	End of day before or morning of trip	Pack all required medications for trip including any paperwork	Keep in health room to be picked up by teacher.		
Teacher	Morning of field trip	Pick up: - Field trip folder - Itinerary - List of Participants - List of Chaperones - Medications - Sack lunches	From: - Administrative Assistant - Nurse - Kitchen		
Teacher	End of field trip	Return Field Trip folder	Nurse		
Teacher	End of field trip	Return Medications/first aid kits	Nurse		
Teacher Administrative Assistant	Post Trip	If funding for the trip is external: Confirm with the business office that the trip did occur and provide any documents or steps needed to receive the funding for the trip	Business Office Administrative Assistant		