



Cache County School District Activity Supervisor/Chaperone Checklist

Policy No. 3500 F3

All trips must be adequately supervised by a staff member and chaperones. Chaperones must be responsible adults over the age of 21. The number of adult supervisors/chaperones will be determined by the principal, but a recommended student-to-teacher ratio is 10:1.

Each trip must have an activity supervisor who travels with the group, acts as the point of contact, and is responsible for the trip itinerary. In addition, with the help of trip chaperones, the activity supervisor is responsible for student management and safety during the trip. The activity supervisor shall account for all students both in departing for and returning from the trip. The activity supervisor will notify bus drivers when all students are accounted for and it is safe for buses to leave. Adult chaperones are required on each bus that is transporting students to and from an activity.

The activity supervisor must see that all trip chaperones understand their responsibilities and complete this CHAPERONE CHECKLIST. The activity supervisor will initial each completed task, sign at the bottom, and return this form to the school administrator at the end of the trip.

- _____ All trip chaperones are at least 21 years of age and were instructed about their responsibilities.
- _____ All students were accounted for before leaving for the activity.
- _____ Chaperones assisted with student management while in route and during the activity.
- _____ All students were accounted for before returning back to the school.
- _____ All students/chaperones riding the bus returned to the school.
- _____ Upon returning back to the school, the activity supervisor remained at the school until all students left the school.

Group Activity: _____

Activity Supervisor: _____ Date: _____

Updated: June 18, 2026