

**FAYETTE COUNTY PUBLIC SCHOOLS
LOCAL FIELD TRIP CHECKLIST**

Class/Team/Club _____

Certified Employee _____

Date of Trip _____

Destination _____

Departure Time _____

Return Time _____

- _____ Appropriate Objectives.
- _____ Field Trip Request Form filled out, submitted before and approved, by the Principal.
- _____ Cafeteria notified of trip date and number of lunches needed three (3) weeks prior to trip.
- _____ Notify school nurse two (2) weeks prior to trip date for medications and first aid kits to be available.
- _____ Submit, Field Trip Request Form to Transportation via the on line system no less than fourteen (14) calendar days prior to trip date.
- _____ Calculate the cost of the field trip (see sample form attached) 48 adult/middle/high school students per bus.
- _____ Arrange appropriate transportation for the field trip.
- _____ Arrangements for Exceptional children needs, if applicable (e.g. additional chaperones, special transportation).
- _____ Send out permission forms with copy of County policy letter to parents/guardians for signature.
- _____ Arrange the appropriate number of chaperones for the field trip.
- _____ Notify chaperones of time to be at school the day of the trip.
- _____ Collect completed permission forms from each student.
- _____ Collect funds for the field trip from each student (receipt each student for payment).
- _____ Check request to bookkeeper for payment of event, transportation, lunches, etc.
- _____ Work assignments prepared for students not going on field trip.
- _____ Pick up medications and first aid kits from nurse on day of the trip.
- _____ Pick up lunches from cafeteria on day of trip, if applicable.
- _____ Pick up check(s) from bookkeeper.
- _____ Fill out Official Passenger List and use it to take roll, once students and chaperones are on the buses.
- _____ Give school office a list of students not going on field trip and where they will be.
- _____ Give a copy of the Official Passenger List to school office before leaving.
- _____ Give Passenger list to bus driver.