

TRAVERSE CITY AREA PUBLIC SCHOOLS

FIELD TRIP CHECK LIST

In addition to compliance with the policies:

- A. A copy of the trip folder for the Trip Manager will be sent to the principal prior to departure.
- B. The individual responsible for managing trip funds must work with the principal prior to submission of this form.
- C. A communication plan will be submitted to the principal once this trip is approved.

Field Trip Checklist

- _____ Review Policies/Guidelines #2340/8640/8660/5342
- _____ Submit Trip Request Form for any field trip outside District boundaries.
- _____ Trip approved.
- _____ Submit Form 602180 to Transportation
- _____ Transportation approved
- _____ Notify appropriate staff of trip.
- _____ Provide each chaperone with a copy of Chaperone Responsibilities #2340 F8.
- _____ Student Permission Slips sent home (including emergency medical authorization).
- _____ Student Permission Slips returned.
- _____ Driver/Owner Information Form completed and on file.
- _____ Parental Permission & Designation of Driver/Vehicle Permission Form sent home.
- _____ Parental Permission & Designation of Driver/Vehicle Permission Form returned.
- _____ Responsibility Contract signed and returned prior to overnight trips.
- _____ Student rosters & itinerary (map when necessary) completed for all drivers.
- _____ Trip folder for Trip Manager to include (and a complete copy for the principal):
 - Field Trip Proposal
 - Itinerary
 - Travel routes & schedules
 - Driver Information
 - School Emergency Procedures
 - Roster with names, addresses, phones, emergency contacts of TCAPS personnel.
 - Post-trip evaluation with principal.