

## FIELD TRIP PLANNING CHECKLIST

2/28/2022



- Arrange for the date and time of the field trip
- To get a price quote or reserve a bus, send the following information to Joy who will contact the EDUHSD Transportation Dept:
  - Teacher In Charge
  - Purpose of Trip
  - Destination
  - Date of Field Trip
  - Time of departure and return time from field trip
- Send field trip details to Tracy to put on District Calendar
- Have permission forms and info letter/flyer to parents ready to be sent home and make sure they are returned in a timely manner. Always give a copy to the secretary and send one copy to Tracy.
- If collecting donations, they are made out to Latrobe School District. Submit counted/organized money to secretary in a money count envelope.
- Once all Permission Forms are turned in, make a copy for yourself and give the originals to the secretary to go in the Field Trip Binder.
- On the day of the trip make sure attendance is taken before leaving school campus.
- If early morning field trip alert parents that the student needs to be on time.
- Take with you on the fieldtrip: permission forms, medications for selected students, first aid kit, and (if applicable) payment for the venue.
- Take attendance once again before leaving Field Trip.
- HAVE A GREAT TIME AND RETURN SAFE!