

Field Trip Check-Off List

2 weeks before trip:

- 1. Check the activity calendar with Gail
- 2. Fill out the top half of the field trip form and return to Gail
- 3. Paper work to ASB if you need money
- 4. Ask the vendor if they take a P.O., credit card, or check
- 5. Remember to include \$ 5.00 or \$10.00 for parking, if needed

1 week before trip:

- 1. Send permission slips for the trip with medical release and medical information
- 2. Make sure that you have enough chaperones

Day before trip:

- 1. Check with Charlene if you asked for money
- 2. Make arrangements for students that are not going on the trip

Day of the trip:

- 1. Turn attendance slip into Charlene
- 2. Check agenda to make sure that it is still the same as when you turned in the request
- 3. Check cell phone number, if you have one
- 4. Create a seating chart to keep on the bus
- 5. Pick-up lunches from the kitchen
- 6. Take permission slips and garbage bags with you
- 7. Name tags, if needed

When you return:

- 1. Unload the ice chest in the kitchen and place the unused lunches and milk in the refrigerator
- 2. Go home and collapse