

Code: **AR 6050.4**

Policy Name: **Field Trips**

Appendix 4 – Trip Preparation Checklist

| | |
|---------------|-------------------|
| Issue Date | November 16, 2015 |
| Revision Date | |
| Review Year | 2020 |

Objective:

To support implementation of Board Policy on Field Trips.

Responsibility:

School Principals.

Regulation:

Form attached.

References:

BP 6050 Field Trips

AR 6050 Field Trips

| | |
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**WILDERNESS/AQUATIC/OVERNIGHT RELATED ACTIVITIES
TRIP PREPARATION CHECKLIST**

Complete the checklist, and then have it signed by the Principal prior to the trip.

Name of Trip:

Date of Trip:

Staff Leader:

Other Supervisors:

Have the following items been completed/distributed?

- Parental Consent Forms: Yes _____
- Itinerary: Yes _____
- Medical Information: Yes _____
- Driver Authorization: Yes _____ N/A _____
- First Aid Kit: Yes _____
- Contact Numbers: Yes _____ N/A _____
- Authority Notification: Yes _____
- Equipment Check: Yes _____ N/A _____
- Supervisor First Aid/CPR certification: Yes _____ N/A _____
- Criminal Record Check for all Volunteers: Yes _____ N/A _____

Principal’s Signature: _____

Date: _____