

Knox County Schools COUNTDOWN CHECKLIST FOR PLANNING A FIELD TRIP

What to Do	
	When
to Complete	Initials

- | | | |
|--|--------------------------|-------|
| 1. Read the entire Knox County <i>Off-Campus Trips Policy</i> . | At least one month prior | _____ |
| 2. Read the entire <i>Knox County Off-Campus Trips Procedure</i> . | At least one month prior | _____ |
| 3. Determine the type of field trip to be taken. | At least one month prior | _____ |
| 4. Select and justify field trip destination. | At least one month prior | _____ |
| 5. Contact destination for fees, chaperone requirements, and reservations. | At least one month prior | _____ |
| 6. Calculate expenses for price per student. | At least one month prior | _____ |
| 7. Discuss the plan with the principal to gain preliminary approval for the field trip. | At least one month prior | _____ |
| 8. Determine the type of transportation needed and make arrangements. | At least one month prior | _____ |
| 9. Complete the <i>Off Campus Trip Request Form</i> and <i>Field Trip Planning Form</i> . | At least one month prior | _____ |
| 11. Elementary Overnight Trips: If taking an overnight trip, the administrator must forward the field trip request form to the Director .
Middle and High Overnight Trips: If taking an overnight trip, the administrator must forward the field trip request form to the subject area supervisor ; after approval, the supervisor will forward the form to the Director for approval and then the form will be forwarded to the Superintendent's office for approval.
All Overnight Trips: After approval by the Superintendent is obtained by the Directors' Office, the trip request will be placed on the Board Agenda for ratification. Copy of the field trip with all signatures of approval will then be sent to the school. | 45 days prior | _____ |
| 11. Distribute, collect, and keep on hand the appropriate Parent Permissions Forms. | 15 working days prior | _____ |
| 12. Distribute and collect Optional Medical Release form if up-to-date copy is not already on file. | 15 working days prior | _____ |
| 13. Contact the appropriate number of chaperones and discuss the topics in the <i>Guidelines for Chaperones</i> . | | |
| 14. Inform the lunchroom manager and administration whether pupils will eat at school, if bag lunches will be needed, or if the lunch schedule will be altered. | 15 working days prior | _____ |
| 15. Collect and forward copies of all participation forms to the office. | 15 working days prior | _____ |
| 16. Complete any necessary money collection in collaboration with the school's bookkeeper. | 15 working days prior | _____ |
| 17. Make arrangements to have any duties (e.g. bus duty, hall duty, etc.) covered. | 10 working days prior | _____ |

- 18. Make arrangements for non-participating students and provide administration with a list of names.

10 working days prior

(Continued on next page)

- 19. Make a list of student names and emergency phone numbers. Copy medical release forms to take on trip. Provide copies to the principal.

What to Do	When
to Complete	Initials

- 20. Discuss safety requirements, field trip rules, agenda, field trip procedures and Chaperone assignments with students.
- 21. Give all check requests and supportive documentation to the bookkeeper.
- 22. Remind students of proper attire, grooming, and etiquette for the field trip along with reminders about food, money, and other personal requirements.
- 23. Provide assignments, maps, handouts, and materials to assist the students during trip.
- 24. Distribute list of participating students to appropriate faculty.

3 working days prior

3 working days prior

3 working days prior

3 working days prior

3 working days prior

DAY OF TRIP

What to Do	When to Complete	Initials
25. If necessary, take along a school check for payment.	Before departure	_____
26. Remind students of bus rules and behavior policies.	Before departure	_____
27. Meet with chaperones for last minute instructions and exchange cell phone numbers.	Before departure	_____
28. Check to see all students have a lunch or money to purchase food.	Before departure	_____
29. Count students and inventory any equipment each time as bus is loaded.	Before departure	_____
30. If grade appropriate, provide students and chaperones with name tags.	Before departure	_____
31. Remind all participants of rules and assignments while on field trip.	Upon arrival	_____
32. Check in with site personnel; take care of payments and parking procedures.	Upon arrival	_____
33. Upon return to school, check in with the main office and verify administrators' plan for having students return to class.	Upon return	_____
34. Report to administrator any accidents or severe behavioral problems so appropriate follow-up can occur.	Upon return	_____
35. Monitor and supervise students as they return or wait to return to class.	Upon return	_____
36. Give any receipts to the bookkeeper and return any borrowed equipment.	Upon return	_____