

Field Trip Category 1 Form - 2320F1a

CATEGORY 1 – ROUTINE FIELD TRIP CHECKLIST

Field Trip Checklist/ Pre & Final Authorization

The following **required** documentation will be completed, collected, and verified prior to the field trip:

Required for Pre-Approval

- Category 1 Routine Field Trip Application (2320F1b)
- List of Eligible Students by Grade Level (or estimated number of participants)

Required for Final Approval

- Final itinerary, any changes from preliminary itinerary documented
- Proper collection of funds – **if applicable**
- Final list of participants, noting any changes
- Adequate ratio of chaperones to students (at least 1:10)
- Field/Activity Trip-Parent/Guardian Permission Forms (2320F1e)
or Walking Field/Activity Trip-Parent/Guardian Permission Forms (2320F1h) – **if applicable**
- List of Chaperones with Phone Numbers
All non-staff volunteers screened and approved in accordance with Regulation 5630, 5630P
- District Transportation Requested Through Trip Tracker – **if applicable**
- Parent Voluntarily Providing Transportation During School Hours (2320F1k) – **if applicable**
- Authorization to Transport Students – Staff Request (6625F) – **if applicable**
- Driver of a Private Vehicle Agreement Form (2320F1f) – **if applicable**
- Ropes/Challenge Courses* – Parent/Guardian Permission Form (2320F1g) – **if applicable**
- Application for Field Trip – Use of Watercraft Over 26 Feet (2320F1j) – **if applicable**
- Water Activities – Parent/Guardian Permission Form (2320F1i) – **if applicable**

As the staff member in charge of this field trip, I have a complete set of required documents and have reviewed them with my building principal to ensure compliance with all district

Staff Member Signature

Principal or Designee