

Field Trip Category 3 Form - 2320F3a

**CATEGORY 3 – WIAA SPONSORED FIELD TRIP/ACTIVITY – POST SEASON ATHLETICS CHECKLIST AND AUTHORIZATION**

**Field Trip Checklist/Final Authorization**

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

*Required for Approval – completed pre-season and information remains in building*

- WIAA Sanctioned Post Season Parent Permission Form – Collected for each participant 2320F3e
- List of all Eligible Athletes

*This portion is to be completed at the building. Please check to confirm that the following have been completed.*

- Communication to Parents/Guardians - documented
- All non-staff volunteer screened and approved in accordance with Regulation 5630, 5630P
- District Transportation Requested through Trip tracker – **if applicable**
- Parent Voluntarily Providing Transportation during School Hours (2320F3k) – **if applicable**
- Authorization to Transport Student – Staff Request (6625F) – **if applicable**
- Driver of Private Vehicle Agreement Form (2320F3f) – **if applicable**
- DOL Abstract of Driving Record Release of Interest Form – **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 procedures.***

*The items below are to be submitted to the District for approval within one week of departure.*

- Category 3 Field Trip Application Including:
  - o List of Participants (Names and Grades)
  - o Detailed Itinerary
  - o Supervision Plan (Names and Phone numbers)
  - o Financial Plan

\_\_\_\_\_  
Staff member Signature/Date

\_\_\_\_\_  
Principal or Designee Approval/Date

\_\_\_\_\_  
Executive Director/Date

\_\_\_\_\_  
Superintendent or Designee/Date