

# BUENA VISTA CITY PUBLIC SCHOOLS

## Club Sponsors/ Field Trip Personnel Checklist

Buena Vista City Public School staff organizing a field trip or other event where students will be taken off-campus, must use this checklist as a guide to ensure successful trip planning and communication between departments. Please check off completed items with a date they were done and keep this form with your field trip/off-campus event approval form.

### Prior to Trip:

- Discuss with administration your intentions regarding the field trip/ off-campus event to determine permission to pursue further.
- Review school and division-wide policies/ document requirements and deadlines-then submit required forms.
- Ensure division approval before proceeding further with plans. When approval has been given by the administration, **send a copy of the approval form to the School Nurse.**
- Ensure transportation arrangements are complete, including any special transportation needs.
- Make sure the date of the field trip/ off-campus event appears on the school calendar.. Secure chaperones or other staffing needs.
- Get parent/student permission form signed. **Give the School Nurse an alphabetical list of students attending the trip TWO WEEKS in advance of the trip.**
- Print a copy of the emergency contact information off of PowerSchool for each student attending.
- Ensure early communication with the School Nurse regarding planning for medical needs of specific students. You may need to receive training on medication and/or treatment procedures.**
- Ensure that an administrator is aware of any students not attending and why. Make sure alternate activities are in place for non-participating students.
- Notify the cafeteria of students ordering a school lunch for the trip.

### Day before Trip:

- Make sure school staff know how to reach you while off-campus during the trip.
- Pick up clinic supplies/ student specific medical needs. Do not release student specific equipment and medications to individuals other than school staff or the parent/guardian of that specific child.
- Carry emergency contact information for all students.

### Day of Trip:

- Pick up lunches from the cafeteria if needed