

FIELD TRIP RECORDS CHECKLIST

| | The following documents for the Field Trip are on file | Status (Yes/No/N/A) |
|-----|---|------------------------|
| | PRE - TRIP | |
| 1. | The Field Trip Proposal Form 260-05 Application for Field Trip is completed and approved by appropriate authority as per Appendix A. | |
| 2. | Form 260-08 Field Trip Approval is completed and approved by appropriate authority as per Appendix A. | |
| 3. | A list of all participating students and contact information, including medical and dietary considerations. | |
| 4. | Signed medical consent forms for all students, GYPSD staff and volunteers. | |
| 5. | Parental consent and required waivers Form 260-06 Waiver for Field Trip are completed where required. | |
| 6. | A copy of all agendas and minutes of all planning meetings as well as all parent meetings. | |
| 7. | All documentation provided to parents regarding the field trip and the date provided to the parents. Please use Form 260-02 Parent Notification Checklist and Form 260-07 Field Trip Notification to Parents for reference. | |
| 8. | A list of all the supervisors and volunteers including contact information. | |
| 9. | All information provided to supervisors and volunteers. | |
| | POST - TRIP | |
| 10. | A copy of any injury or unusual incidents reports with copies forwarded to the Office of the Superintendent. | |
| 11. | A written assessment of the field trip/areas for improvement. Forward copies to Office of the Superintendent for Category C and D trips for further review. | |

Signature of Teacher-Leader Once Completed: NAME _____

SIGNATURE _____

DATE _____

DISTRIBUTION: File original at school level, copy to Office of the Superintendent