

FIELD TRIP CHECKLIST

Please check off each item and sign below before turning in School District of Newberry County Application for School Day Field Trip or Overnight Trip to the principal:

- Volunteers, SDNC employees and/or approved parent volunteers, have been identified to chaperone at the ratio of at least one adult per every 10 students. Male and female chaperones are required if both male and female students are participating on the trip.
- For every chaperone who is not a school employee, a district volunteer form has been completed, approved, and is on file in the office.
- A district bus driver has been arranged/requested through the transportation office and bus permit submitted.
- The trip has not been scheduled during national, state, or district testing windows.
- The trip has not been scheduled during the last 10 days of school.
- Secure signed parent permission forms have been obtained for each student prior to leaving.
- I have provided the school nurse with copies of any parent permission forms indicating changes in health information provided by parent/guardian.
- A class roster(s) sheet has been submitted to the school nurse.
- A list of students and chaperones has been submitted to Mary Helen Stuhr. (Can be one list, but indicate chaperones).
- The Application for Day Field Trip will be sent to the superintendent's designee 15 school days prior to day field trip and two months prior to overnight field trip. Failure to do so may result in cancellation of trip.
- A copy of the Application for Field Trip has been sent to the cafeteria manager.
- If the group is participating in an event such as competition, etc., all info for convention/expo center or location of event with contact information and address(es) should be sent to Mary Helen Stuhr seven (7) days prior to the trip.
- An itinerary is attached to the field trip form, and lesson plans have been submitted to the principal.

Signature of Sponsoring Teacher

Date

