



FIELD TRIPS

IS YOUR FIELD TRIP LOCAL, REGIONAL, OR NATIONAL?

LOCAL

AT LEAST 2 WEEKS IN ADVANCE

REGIONAL
(WITHIN 8 HOURS DRIVING)

AT LEAST 4 WEEKS IN ADVANCE

NATIONAL
(8+ HOURS)

AT LEAST 180 DAYS IN ADVANCE

TYPE A PROPOSAL AND SEND TO MIKE SIMPSON (CLICK FOR TEMPLATE)

FILL OUT FIELD TRIP REQUEST FORM

GET APPROVED AND START PLANNING

1 EMAIL ACTIVITIES/ATHLETICS Secretary FOR TRANSPORTATION REQUEST

2 PUT IN FOR A SUB

3 PRINT FIELD TRIP PERMISSION SLIPS AND GIVE TO STUDENTS WITH DEADLINE TO TURN IN

Each button is a **live link** - click it for resources for that step

3.2 COLLECT PERMISSION SLIPS AND TURN IN TO Activites/Athletics Secretary

2 DAYS BEFORE SEND OUT LIST OF STUDENTS GOING

AFTER TRIP

COMPLETE FOLLOW-UP FORM AND TURN TO ACTIVITIES SECRETARY