



Field Trip/Activity Checklist

Help us serve you better by using the FIELD TRIP/ACTIVITY CHECKLIST below as you plan your next trip. **The forms/steps below are REQUIRED BEFORE a Field Trip or Activity can occur.**

Is this Field Trip/Activity an overnight trip?

- ☐ NO - complete Steps 1-3 below and get appropriate signatures
- ☐ YES - complete Steps 1-5 below and get appropriate signatures

Steps 1-3: the following forms are REQUIRED FOR ALL FIELD TRIPS/ACTIVITIES

1. Field Trip OR Activity Preliminary Approval Form (REQUIRED)

Complete the document in its entirety. Your building principal will need to approve the Field Trip or Activity before you can proceed with the next steps. Check which one applies:

- ☐ [Field Trip Preliminary Approval Form](#) (a Field Trip is a planned activity that is hosted at another location)
- ☐ [Activity Preliminary Approval Form](#) (an Activity is a planned event hosted at the School District and using its school facilities)

2. [Assumption of Risk/Permission to Participate Form](#) (REQUIRED)

Upon approval of your building principal, this document can be sent home to parents/guardians. This form must be complete and back to the District (your building) before the student(s) may participate in a field trip or activity.

3. [Transportation through TripFinder](#) (REQUIRED)

In order to secure a School Bus and Driver, you will need to go to TripFinder. If you have trouble with data entry, please consult with your building secretarial staff. Please complete this at least five (5) working days in advance of the need. Be sure to check out gas cards from the District Office if needed for travel. View the [Support Vehicle Handbook](#).

Steps 4-5: the following forms are ONLY REQUIRED FOR OVERNIGHT FIELD TRIPS

4. Employee Travel Authorization Form (dependent on your building; ask Administrator)

If you plan to get reimbursed for any expenses related to the trip, you may be required to fill out this form.

5. [Travel Expense Claim Form](#)

If you have incurred out-of-pocket costs that require reimbursement, please complete this form within 30 days of completing the trip.

Staff Member Signature: _____ Date: _____

Building Administrator Signature: _____ Date: _____

School Board Approval*: _____ Date: _____

*Please have Pam Butenschoen sign for the Board's approval. View the [School Board Calendar](#) to ensure adequate time is provided to approve your trip (REQUIRED for overnight and out-of-district travel).