

NORTH REGIONAL CENTER FIELD TRIP CHECKLIST

The following information must be completed when submitting Field Trip Requests for approval. Additionally, this *Checklist* should be completed and attached as the cover page of each *Field Trip Request Form (FM 2431 rev. 8-11)*. Incomplete field trips will be returned to schools. Please note that the *Field Trip Handbook* has been updated for 2011-2012 and is available online under ehandbooks.

School: _____

Destination: _____

Date of Field Trip: _____

AREAS FOR COMPLETION	CHECK
<u>In- County/Out- of- County/ Out of State</u> (other than athletic events, out -of –state requests are to be submitted 30 days in advance; and out- of- country must be submitted 60 days before the scheduled field trip)	
<u>Destination</u> (address/dates and times of trip)	
<u>Name of Group</u>	
<u>Name of School Group Sponsor / Sponsor's Signature</u>	
<u>Number of Students in Group/Number of Students Participating</u> (explain the difference)	
<u>Means of Funding</u> (also cost and provision for those unable to pay)	
<u>Number of Teachers / Number of Parents / Total number of Chaperones</u> (Chaperones 1-15)	
<u>Purpose for Trip</u> (must be <u>educationally related</u> , not to reward students)	
<u>Transportation Information</u> (must be filled out entirely)	
<u>Private Vehicle for Transporting Students</u> (FM 6298 rev. 8-11) (needs to be completed and submitted with Field Trip Request Form)	
<u>Principal Signature</u> (school name next to Principal's Signature)	
<u>Student Roster</u> (completed with address and parent contact numbers)	
<u>Chaperone Roster</u> (completed with volunteer number and level and signed by sponsor and Principal)	
Attached agenda/ itinerary and accommodation information for overnight field trips	
Water Related Field Trips	
<u>Request (FM 6614 rev. 8-11)</u> (needs to be completed and submitted)	

Principal Signature: _____