**Field Trip Organizer Checklist**

*This form is due to your administrator no fewer than 10 days prior to the field trip date.*

* Trip date & location have been approved by administrator
* Trip date & location have been added to the school calendar
* Transportation has been arranged
	+ Ensure that any special needs are accommodated
* Cafeteria manager has been notified of:
	+ Any need for packed lunches
		- Roster of students attending
			* For considerations of dietary restrictions & free/reduced lunch
	+ Adjusted lunch times for certain classes
* Permission [forms](https://forsythk12org-my.sharepoint.com/%3Aw%3A/g/personal/kkeith_forsythk12_org/EeNr6tUmiS9KgIELOoRdHbAB_GTutGVL9T_ZTaFKxtBvCQ?e=6eg7bD) are filled out, sent home, and returned to organizer (best practice is to send these a month in advance of the date of the field trip)
	+ Checked parent signatures & contact phone numbers
* Communication with school nurse
	+ Print and provide roster of students to the school nurse
	+ Gave copies of permission slips with ***any medical need indication***

 (Any checked boxes on the parent permission field trip form) to the school nurse

* Nurse Initials required: \_\_\_\_\_\_\_\_\_\_\_\_
* Share field trip rosters with relevant staff (administrators, cafeteria staff, transportation, attendance clerk for proper IC coding, etc.)

Field Trip Organizer signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

*Please staple a blank copy of the permission slip with trip details to this form*

Administrator approval signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_