

FIELD TRIP RECORDS CHECKLIST

	The following documents for the Field Trip are on file	Status (Yes/No N/A)
	PRE - TRIP	
1.	The Field Trip Proposal Form 260-05 Application for Field Trip is completed and approved by appropriate authority as per Appendix A.	
2.	Form 260-08 Field Trip Approval is completed and approved by appropriate authority as per Appendix A.	
3.	A list of all participating students and contact information, including medical and dietary considerations.	
4.	Signed medical consent forms for all students, GYPSD staff and volunteers where needed.	
5.	A copy of all agendas and minutes of all planning meetings as well as all parent meetings.	
6.	All documentation provided to parents regarding the field trip and the date provided to the parents. Please use Form 260-02 Parent Notification Checklist and Form 260-07 Field Trip Notification to Parents for reference.	
7.	A list of all the supervisors and volunteers including contact information.	
8.	All information provided to supervisors and volunteers.	
9	CATEGORY C & D TRIPS ONLY: Parental consent and required waivers Form 260-06 Waiver for Field Trip are completed where required.	
	POST - TRIP	
10.	A copy of any injury or unusual incidents reports with copies forwarded to the Office of the Superintendent.	
11.	A written assessment of the field trip/areas for improvement. Date forwarded copies to Office of the Superintendent for Category C and D trips for further review.	

Signature of Teacher-Leader Once Completed: NAME _____

SIGNATURE _____

DATE _____

DISTRIBUTION: File original at school level