

**FIELD TRIP RECORDS CHECKLIST  
CATEGORY B, CATEGORY C AND CATEGORY D FIELD TRIPS**

	<b>The following documents for the Field Trip are on file</b>	<b>Status</b>
1.	The Field Trip proposal.	
2.	A copy of the Principal's approval and authorization of the Field Trip.	
3.	A list of all participating students.	
4.	Signed medical consent forms for all students, GYPSD staff and volunteers.	
5.	Parental consent forms.	
6.	A copy of all agendas and minutes of any parent meetings.	
7.	A copy of all the information given to parents regarding the Field Trip and the date it was given to the parents.	
8.	A list of all the supervisors and volunteers.	
9.	A copy of all information handouts given to volunteers.	
10.	A copy of any injury or unusual incidents reports.	
11.	An assessment of the field trip/areas for improvement.	

**DISTRIBUTION: File at school level**