



Field Trip Check List

Orientation Meeting: _____

Transportation Arrangements: _____

Administrative Approval: _____

Board Approval (If Necessary): _____

Parent Permission: _____

Medical Emergency Instructions for each Student: _____

Destination Phone Number for Emergency Use (See Below): _____

Field Trip First Aid Kits: _____

First Aid: _____

Director's Name: _____

Other First Aid Provider: _____

Chaperones: _____

Local Emergency Telephone Numbers:

Nearest Hospital: _____

Highway Patrol: _____

Fire Department: _____ Other: _____

(Make Copies - One for the Business Office, Program director and one for trip the director)