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| Neepawa Middle School  **Field Trip Checklist**  Check off each item as it is completed (use N/A if not applicable to this trip). | |
| **Met** | **Criteria** |
| 🞏 | Administration notified of trip and Field Trip Request Form submitted to office |
| 🞏 | Bus request including itinerary, addresses, student #’s, and chaperone #’s handed in at  least two weeks in advance |
| 🞏 | Pickup/drop off arrangements made (if activity is beyond school day) |
| 🞏 | Itinerary and activities are outlined / Parent meeting is held (if applicable) |
| 🞏 | The group is made aware of requirements for trip (ex: knowledge, skills, attitudes, fitness,  clothing, equipment) |
| 🞏 | Parental/Guardian consents (and money, if applicable) are collected |
| 🞏 | Student information list prepared in advance by secretary to be taken on the trip  (Maplewood can be used for most of this but please give Jessica at least 3 days notice)   * Parent contact information * Medical conditions (as per URIS binder) * Medical number |
| 🞏 | Budget and financial arrangements made in advance |
| 🞏 | If swimming is part of the trip, discuss wrist bands with administration and BPSD swim  policy followed. |
| 🞏 | Special needs issues are addressed (ex: transportation, meds, etc.) |
| 🞏 | Supervision arranged considering number of students and gender |
| 🞏 | Plan to ensure all participants are clear of behavioral expectations and consequences |
| 🞏 | If overnighting, accommodations arrangements are acceptable (ex: hygiene, security) |
| 🞏 | Plan in place to brief supervisors re: trip outline, logistics, roles/ responsibilities, safety  plan, emergency plan, etc. |
| 🞏 | Safety plan is appropriate. Youth Safe Outdoors documentation in considered. |
| 🞏 | First aid kit with all necessary supplies, as well as medication that may be required by  individual students (ex: epi-pen, inhalers, insulin, etc. – as per URIS  binder) organized for trip. |
| 🞏 | Emergency plan is in place to deal with injured/ill/lost/stranded/misbehaving participant(s) |
| 🞏 | Destination contact and phone number on file in office |
| 🞏 | Office to receive signed consent forms, passenger lists, and names of no-shows prior to  leaving for trip. |
| 🞏 | Other relevant information unique to the particular trip. Specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |