

# OHS Field Trip Checklist

All forms can be found on OHS's staff links/resources page. [Homepage>Staff Links>Field Trip Forms: \(\[http://olympia.osd.wednet.edu/information/staff\\\_resources/staff\\\_resources\]\(http://olympia.osd.wednet.edu/information/staff\_resources/staff\_resources\)\)](#)

## TASKS COMPLETED PRIOR TO TRIP

- 1. Enter information on the Field Trip Request Form
  - a. Form must be filled out online for overnight trips
  - b. *Budget information is required prior to approval*
  - c. Overnight trips require school board approval. *Suggested timeline is 4 weeks prior to the trip. Any trips during July and August must be submitted by June 1.*
- 2. Complete a Supervision plan
  - a. Overnight - 7 students to 1 adult
  - b. Other - 10 students to 1 adult
  - c. *If this is an overnight trip, room assignments must be included.*
- a. **Chaperones/parent volunteers must be on the district approved volunteer list:** <http://osd.wednet.edu/community/volunteer> (good for 1 calendar year)
- 3. Bring completed form, supervision plan and list of participating students to Sharon Markey in the Athletic Office. She will get a price quote and schedule transportation if need district transportation or get it straight to the nurse if don't need district transportation.
  - a. Sharon will then get the field trip packet to the nurse (minimum 2 weeks).
  - b. Make sure the time listed for your trip on the request form is the time you need the bus to pick up and drop students off at OHS
  - c. If the times of the trip change, be sure to let Sharon Markey know as soon as possible so she can change the transportation times
- 4. Nurse will approve list of potential students and will then get the completed packet to Kari Smith/Lindsay Welsh for final approval or to Tim Ahern in Athletic Office for **all athletic events**. (Documents will be reviewed and sent to Knox if overnight trip).

## TASKS COMPLETED DAY OF TRIP

- 1. Pickup Medication and Emergency Bag from the Nurse
- 2. If Attendance Roster has changed since first submitted, make copies to:
  - a. Keep for your records
  - b. Give to Attendance Office
  - c. Give to Administrative Office (Kari Smith/Lindsay Welsh)

## TASKS COMPLETED AFTER RETURN FROM TRIP

- 1. Either give originals or copies of student permission slips to Kari/Lindsay. If students have filled out permission slip for the group to cover the entire school year, give permission slips to Kari/Lindsay at the end of the school year.

### Other Important Field Trip Forms You *Will* Need

- Student Field Trip Permission Slip (can fill out generic info before copying form for parents to sign)

### Other Important Field Trip Forms You *MAY* Need

- Volunteer Driver Statement (for adults who are driving their personal vehicles to transport students)
- Medication on Overnight Field Trip (must be filled out by ALL students attending an **overnight** field trip whether or not they have medication to take)