

Date _____

_____ Administrative Approval
 _____ Fiscal Approval
 _____ Calendar
 _____ Nurse
 _____ Attendance
 _____ Head Secretary/Sub/Permit

NHHS FIELD TRIP/ACTIVITY PLAN

Field Trip Coordinator and other staff participating	Field trip destination and activity location	
Contact number		
Date(s) of field trip	Class/student group participating	
Purpose of field trip/activity		
Transportation plans <input type="checkbox"/> Yellow bus # needed _____ <input type="checkbox"/> Coach charter # needed _____ <input type="checkbox"/> Metro <input type="checkbox"/> Private auto <input type="checkbox"/> Walking <input type="checkbox"/> Other	Approximate number of students participating	Approximate number of adults participating
Do you need a substitute? ____Yes ____No (if yes, continue) What budget will sub be paid from? _____ Principal approval, <u>if from school budget</u> (See Head Secretary to arrange ordering a substitute, if needed.)	Departure time from NHHS	Return time to NHHS
	What is the plan for students when you return to school?	

Estimated Costs (use back of form for more info)

Transportation	Admission	Registration	Food	Lodging	Other	Total Cost
Cost per student				When & how money will be collected		
				(All funds collected must go through ASB)		
Additional details						

Field Trip/Activity Planning Check List

Purpose

To ensure that field trips are carefully planned and communicated to the NHHS staff and are related to the academic or social programs of the school.

One month (or more) before

___ Fill out "Field Trip/Activity Planning Check List" form and submit to Head Secretary who will pass it on to administrative designee to review/approve.

When approved form is returned to you (processing can take a few days) ... then you:

___ Arrange with Fiscal Clerk for buses to be ordered, if needed.

Three weeks before

___ Inform Head Secretary if you and others are to be out of the building and arrange for sub, if needed.

___ Pre-plan with Fiscal Clerk about payment of field trip costs and money collecting procedures.

___ Begin collecting funds from students. Turn in collected funds to Fiscal Clerk daily.

Two weeks before

___ Notify cafeteria.

___ Check in with Fiscal Clerk.

One week before

___ Distribute a list of all students who will be attending the field trip to the grade level administrator, Head Nurse, Attendance Secretary, and all staff.

___ Provide the grade level administrator and Main Office with an itinerary, information about the plan for leaving and arriving back at school, the plan for students not attending the field trip, and the plan for chaperones.

___ Check in with the Fiscal Clerk.

___ Provide Permission Slips to students for signatures from all teachers.

Two days before

___ Provide the grade level administrator, Main Office, Attendance Secretary and Head Nurse with a final list of students who will be attending.

___ Check in with Head Secretary about sub coverage, if needed.

___ Remind the staff about the field trip and who will be attending.

___ See the Head Nurse to checkout the first aid kit and review medical plans.

___ Check in with the Fiscal Clerk and the cafeteria staff.

Day of field trip/activity

___ Update the grade level administrator, Head Nurse, Attendance Secretary and Head Secretary of any changes to the itinerary or student list.

___ Check in with Fiscal Clerk to pick up paperwork for field trip expenses.

___ Give list of chaperones, if applicable, to Main Office with instructions.

Once you return

___ Provide Attendance Secretary with an alphabetized list of students who attended the field trip.

___ Connect with administrative staff to share any concerns or recommendations.