

# SEATTLE PUBLIC SCHOOLS

## PRINCIPAL'S CHECKLIST

### Multi-Day and/or Out-of-State/Country Field Trips

#### Section 1 – Three Months Prior to Field Trip

- **Approval for Field Trip:** I have reviewed the plan for the field trip to \_\_\_\_\_ on \_\_\_\_\_, and I give tentative approval for the students to participate. The proposed activities have an educational value aligned with the curriculum and instructional goals of our school. The dates do not fall during student testing periods.
- **Prohibited or Higher Risk Activities:** I have reviewed the proposed activities against the Field Trip Risk Assessment guidelines. No prohibited activities are included in this trip and appropriate risk mitigation measures are in place if the trip includes any higher risk activities.
- **Lack of Funds:** I understand that no qualified students who are members of the group traveling may be excluded from a school-sponsored field trip due solely to their inability to pay in full. To help students in need of funds, the following actions are being taken:
  - **Approval for Field Trip Fund-Raising:** I have reviewed the plan for fund-raising for this field trip and give my approval for fund-raising activities to begin.
  - **Return of Funds:** Any funds not used for this trip will be returned in the following way:

Principal's Signature:

Date:

#### Section 2 – Four Weeks Prior to Field Trip

- **Chaperones:** I have reviewed and approved the list of chaperones, after verifying that an acceptable background check is on file for each of them in the main office of the school.
- **Insurance:** I certify that each and every student participating in the field trip has personal health or accident insurance coverage and trip cancellation insurance where required by Superintendent's Procedure 2320SP.
- **Travel and Living Expenses:** Provision has been made for coverage of all expenses while outside of Seattle. This includes plane fares, ground transportation, hotels, tours and meals. Written evidence of this coverage is on file in the main office of the school.

Principal's Signature:

Date:

#### Section 3 – One Week Prior to Field Trip

- **Releases/Permission:** I certify that for each and every student participating in the field trip there is a signed *Informed Consent/Permission to Participate* form on file in the main office of the school.
- **Disclosure Statement:** Principal, vice principal, ASB advisor, and teachers participating in tours for field trips paid by students have completed a *Field Trip Conflict of Interest Disclosure* form.

Principal's Signature:

Date:

**Forward** a copy of this form with the Application for Approval to your Executive Director of Schools, at the John Stanford Center, after completing Section 1.

**Retain** the fully completed form at the school with all other documents related to this field trip.