

## **Procedure for Category 1 Field Trips** – Single Day, Extended Day, and In-State Trips:

### **30 Days Prior** (at least)

Submit Field Trip Request Packet with ALL forms and ALL areas filled out.

- Field Trip Request Form
- Student Consent Form
- Adult Supervisor Consent Form
- Financial Plan
- Field Trip Description & Itinerary

Please fill out the PDFs online then print to sign and turn into Holli's mailbox.

### **15 Days Prior** (at least)

Distribute student and adult consent forms WITH the description & itinerary attached. (And any additional forms that require signature outside of the regular forms)

### **7 Days Prior**

Require all consent forms to be returned with parent/guardian signatures and have any payments due completed.

Provide the Health Room with copies of the signed student informed consent forms for review.

### **3 Days Prior**

The designated staff member to administer medications will review any special medications/ health care needs with the Health Room.

### **The Day Before**

Send a list to Attendance (Jessica) with all the attending Student names & ID #'s.

### **Day of Trip**

The staff member that has been designated to administer any medications must pick up and count all medications in the Health Room before departing. Upon return, all medications must be counted and returned to the Health Room by the same staff member.

Bring the original informed consent forms with you on the trip.

After your initial head count, send a list of any students who did not show up to Jessica to ensure their attendance is marked properly.

**Procedure for Category 2 Field Trips** - Overnight, Out of State (including Victoria & Vancouver BC area), and Outdoor Education Programs:

**45 Days Prior** (at least)

Submit Field Trip Request Packet with ALL forms and ALL areas filled out.

- Field Trip Request Form
- Student Consent Form
- Adult Supervisor Consent Form
- Financial Plan
- Field Trip Description & Itinerary

Please fill out the PDFs online then print to sign and turn into Holli's mailbox.

These trips will require additional approval from the superintendent.

There can be NO communication, publicizing, or fundraising for these trips before you have received your approval email with all your documents back.

**35 Days Prior** (at least)

Distribute student and adult consent forms WITH the description & itinerary attached. (And any additional forms that require signature outside of the regular forms)

**14 Days Prior**

Require all consent forms to be returned with parent/guardian signatures and have any payments due completed.

Provide the Health Room with copies of the signed student informed consent forms for review.

**3 Days Prior**

The designated staff member to administer medications will review any special medications/ health care needs with the Health Room.

**Day of Trip**

The staff member that has been designated to administer any medications must pick up and count all medications in the Health Room before departing. Upon return, all medications must be counted and returned to the Health Room by the same staff member.

Bring the original informed consent forms with you on the trip.

After your initial head count, send a list of any students who did not show up to Jessica to ensure their attendance is marked properly.

**Reminder:** Overnight training is required for all chaperones going on overnight field trips. If you have not been trained, see Kate V. and the Nurse. This must be done once a year.