# Field Trip Planning Checklist

## Checkmark graphic To Do

[ ]  Call Pam (Smith) Miller at x1602 to check bus availability

[ ]  Contact your destination and reserve date

[ ]  Make payment arrangements with the destination. POs are preferred. School credit card may be used when possible.

[ ]  Complete Bus Request Form and submit electronically to Mike Darga

[ ]  Complete the following forms and submit electronically to **Mike Darga, Gale Crete**, **Meg Bergeil,** **Sylvia Mendez**, and **any specials teachers** affected by your trip

* Field Trip Permission Slip
* Medication Request
* Memo – Lunch Count
* Memo – Ancillary Staff
* Chaperone Information Sheet

[ ]  Collect money from students. Deposit in office daily with Deposit Tally Form.

[ ]  Arrange for chaperones.

[ ]  Enjoy your trip! ☺