# 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! ☺