

Oregon Conference School Field Trip Check List

Complete four weeks prior:

- All chaperone background checks are approved. (allow 4 weeks to process)
- Copies of driver licenses and insurance cards are on file for each chaperone
- Trip itinerary and schedule confirmed
- Principal and School Board approval for day trips, Office of Education approval if this is an overnight trip, Board of Education approval if this trip is out of Union.
- Additional Student Accident Insurance must be purchased for all overnight trips for each student and for other high-risk activities. (i.e. snow skiing, trampoline gym, etc.)**
- Additional General Liability Insurance must be purchased for specific high risk activities. (See guidelines)**
- Notify parents of field trip

Complete one week prior:

- Chaperone/Student list
- Emergency contact information for chaperones
- Copies to be left with school administration:
 - Master list for Chaperone/student groups
 - Contact information for teachers, chaperones, and students
 - Permission forms
 - Insurance forms
 - Trip itinerary and schedule with lodging information
- Parent/Chaperone Meeting
 - Student behavior expectations and protocol
 - Supervision requirements
 - Itinerary and schedule
 - Destination/lodging information
 - School handbook policies
 - Emergency preparedness
- Medication protocol set-up for individual student needs (Trained staff or parent to administer, or physician authorization to self-administer)

Take with:

- First Aid kits for supervising teacher and/or chaperones. Include Emergency Preparedness Procedures.
- Copies for each Chaperone
 - Student documents (To protect student confidentiality and privacy, please include these forms in an enclosed envelope to be opened only in case of an emergency if the supervising teacher is unavailable)
 - Student medical forms/medication form
 - Student emergency contact information
 - Student field trip permission forms
 - Student Photo
 - Trip itinerary and schedule
 - Teacher contact information
 - Chaperone contact information
- Student Injury Report Forms
- Student Insurance Claim Forms