

Field Trip Planning Checklist

- _____ Obtain a Field Trip Request Form online or use the one that has been emailed to you.
- _____ Submit a completed Field Trip Request Form to the Assistant Head of School for Academic Affairs, along with a tentative list of students who will participate in the field trip. You can discuss possible dates in relation to the school calendar with the Assistant Head of School for Student Affairs before submitting the form. Consideration should be given to anticipated bell schedules and cycle days for the proposed date. **In general, field trips may not be taken after April 30.**
- _____ After receiving approval for the field trip from the Asst. Head of School for Academic Affairs:
1. Reserve the appropriate number of buses. Jennifer at Sague Bus Company should be contacted for yellow school buses. Krapf Coach or Werner Coach should be contacted for the tour buses required for longer trips. The Office of Student Affairs can assist you with this task.
 2. Create a parent letter with all pertinent information about the trip (including date, time, cost, and, if possible, reasoning behind the experience) and a permission form. Sample letters and forms can be obtained from the Office of Student Affairs.
 3. Distribute permission forms to students at least three weeks in advance of the field trip. Parental contact information (in case of emergency) must be noted on the permission form.
 4. Calculate the total cost of the trip based on the fee for buses, bus driver tips, and admission fees divided by the number of paying attendees (exclude the number of chaperones).
 5. Verify that non-MMA faculty/staff chaperones have both their criminal background check and child abuse clearance forms on file in the Business Office.
- _____ Collect all signed permission forms and money at least **one week** in advance of the field trip. NO student may attend a field trip without a signed original permission form. Parental notes or verbal permission may not be substituted for the proper form due to legal criteria. A list of students detailing the amount each has paid and in what form (cash or check) must be given, along with all collected money and checks, to the Business Office at least **one week** prior to the trip.
- _____ Photocopy all signed permission forms that you collect and give the copy-set to the Office of Student Affairs no later than two days before the trip. The copies will be kept on file for the duration of the school year. Take the original signed copies on the trip with you.
- _____ E-mail a finalized list of student attendees to the Assistant Head of School for Student Affairs, at least one week prior to the field trip.
- _____ Verify with Barbara Sherlock that all required clearances for non-MMA chaperones are on file in the Business Office.
- _____ Distribute a trip itinerary as well as trip guidelines to all students, chaperones and a copy to the Office of Student Affairs at least **two** days prior to the field trip. Sample information sheets can be obtained from that office. This written information will prepare students for all aspects of the trip, and it will establish a code of conduct and school expectations for the trip.
- _____ The day of the trip, pick up the first aid kit from one of the nurses in the infirmary.