

BCPS Field Trip Sponsor Checklist

The school sponsor member organizing a field trip should use this checklist as a guide to help ensure successful trip planning and communication between other departments. Please check off completed items with a date done and keep this with your field trip approval form.

Prior to Trip

- ✓ Review school and division wide [policies](#) and [rules](#) for requirements and deadlines.
- ✓ Submit a [field trip request](#) to the appropriate individual at your school, per school procedures, to obtain permission to pursue further.
- ✓ Ensure division approval before proceeding further with plans. When approval is given by administration then the nurse will be notified by an email generated from Travel Tracker.
- ✓ Ensure transportation arrangements are complete, including any special transportation needs. Buses will be arranged by the division but other forms of transportation should be arranged by the field trip sponsor. If a charter bus is needed, only companies on the approved division list may be used.
- ✓ Ensure early communication with the school nurse regarding planning for medical needs of specific students. Consider dietary restrictions, medications, treatments, and any other need as determined by the Health Care Plan on file. Sponsors may need to be trained on medication or treatments.
- ✓ Secure chaperones or other staffing needs. Sponsors are advised to recruit one adult for every five students in grades K-3, and one adult for every ten students in grades 4-12. Meet with chaperones to discuss policies and procedures for the trip.
- ✓ Obtain a [parent/student permission](#) form signed for each student. Give the school nurse an alphabetical list of students attending the trip two weeks in advance of the trip.
- ✓ Print a copy of the emergency contact information off of the power school for each student attending.
- ✓ Communicate with the bookkeeper to ensure payments are made as indicated.
- ✓ Ensure that an administrator is aware of any students not attending and why. Make sure alternate activities are in place for non-participating students.
- ✓ Notify the cafeteria of students ordering a school lunch for the trip.

Day Before Trip

- ✓ Make sure school staff know how to reach you while on the trip.
- ✓ Pick up clinic supplies/student specific medical needs. Do not release student specific equipment and medications to individuals other than school staff or the parent of that specific child.
- ✓ Carry emergency contact information of students.
- ✓ Verify that parent permission has been obtained for each student going on the trip

- ✓ Prepare substitute lesson plans (if necessary).

Day of Trip

- ✓ Pick up lunches from cafeteria
- ✓ Bring emergency contact information and keep it in a secure location during the trip.
- ✓ Bring medication, medical supplies, medical equipment, and any other item necessary for student medical needs while on the trip.