**Extended Day/Out-of-Area/Overnight Field Trip Checklist**

**This checklist must be completed by the field trip sponsor and must be included in the approval packet.**  Please do not leave any spaces blank on the forms or on this checklist. All field trip packets must be received at least **four weeks** before any reservations are confirmed and before sending any correspondence to the parents/guardians. This allows for all packets to be reviewed, signed, and returned to the school within 10 working days. **Incomplete packets may be returned**.

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date(s) of Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Please include city and state)**

* MCPS Form 210-4, *Approval for Extended Day, Out-of-Area, and Overnight Field Trips* (Attachment H)
* MCPS Form 210-5, *Emergency Plan for Extended Day, Out-of-Area, and Overnight Field Trips* (Attachment I). (Complete MCPS Form 525-13, *Authorization to Administer Prescribed Medication,* to accompany student medications, including over-the-counter medications, which must be signed by a physician.)
* MCPS Form 555-6, *Parent/Guardian Approval for Trips—MCPS Transportation Is Provided* (Attachment B)

**OR**

* MCPS Form 560-31, *Parent/Guardian Approval for Trips—MCPS Transportation Is Not Provided* (Attachment C)
* *Authorization to Conduct a Student Search on a School-sponsored Field Trip memorandum (optional at principal’s discretion)* (Attachment E)
* Orientation procedures/parent/guardian letter:
* Inform parents/guardians of trip objectives and overview of itinerary: arrival and pick-up locations/times must be clear
* Inform parents/guardians and students of behavioral expectations, with possible consequences, if applicable
* Provide procedures for general potential emergency situations: brief information about school staff implementing a phone tree
* Special instructions: pack lunch or bring lunch money, proper attire/shoes, sunscreen, spending money, etc.
* Parent/guardian chaperones: indicate roles and responsibilities, arrival/meeting time on the day of the trip, periodic attendance checks, phone tree implementation instructions in a potential emergency situation, etc.
* Overnight Trips: include information on hotel and meal accommodations; must include hotel’s name, address, and phone number
* Deadline for returning the permission slip and money clearly stated
* A financial hardship statement must be included in the parent/guardian letter

I have reviewed the above-mentioned forms, and they are attached to this checklist.

Signature of Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_