



**Checklist for Excursions**

School Name: \_\_\_\_\_

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

Staff Organizer(s): \_\_\_\_\_ Excursion Dates: \_\_\_\_\_

Day Trip:  Overnight Inside Canada:  Overnight Outside Canada:  Extended Excursion:

ITEM	ACTIVITY	DATE COMPLETED
1.	Proposed Itinerary Submitted to Principal	
2.	Principal Approval Obtained	
3.	Superintendent/Director Approval Obtained	
4.	All Parental/Guardian Consent Forms Returned	
5.	Review Student Eligibility (form included)	
6.	Admission/Excursion Money Collected (deadline stated in letter to parents)	
7.	Ensure Accounting Procedures Conform to School Procedures	
8.	Ensure that Medical/Emergency Student Information and Name of Contact Person has been obtained for each participant (form included)	
9.	Prepare Phone Network (form included)	
10.	Make Travel Arrangements (bus or automobile)	
11.	Ensure Supervisors/Volunteers: a) meet or exceed supervision ratios (see Policy) b) are qualified for the planned activities c) are fully aware of their responsibilities	
12.	Record Trip in Field Trip Record Book	
13.	Make Arrangements for Occasional Teacher/On Call Coverage	
14.	Trip Manifest Prepared (and in Main Office) <b>OVERNIGHT TRIP (additional)</b>	
15.	Parent Planning Meeting to Communicate Trip Expectations	
16.	Photocopy Passport, Health Information and Tickets (leave one copy at school)	

*Submit completed form to Principal five (5) days in advance of Excursion.*