

**Chittenden Central Supervisory Union**  
**Field Trip Checklist**  
**IICA-E1**

Grade/class going? \_\_\_\_\_ Dates(s) of trip? \_\_\_\_\_

Emergency phone #'s of all students attached? \_\_\_\_\_

Specific destination? \_\_\_\_\_ Curricular purpose? \_\_\_\_\_

Activities? \_\_\_\_\_ Other stops? \_\_\_\_\_

Names of school personnel organizing trip? \_\_\_\_\_

Contact name and phone number? \_\_\_\_\_

Master calendar checked? \_\_\_\_\_ Principal approved? \_\_\_\_\_ Secretary notified? \_\_\_\_\_  
Food Service Director notified? \_\_\_\_\_ (by Principal/Secretary)  
[Notification includes: Class going, # of students, date & time]

Meal needs: Breakfast/snack? \_\_\_\_\_ Lunch? \_\_\_\_\_

[Meals must be provided to all students if a field trip occurs during a normal meal time. The school's Food Service will be used to provide meals unless deemed impracticable by Food Services. Meal order forms must be provided to Cafeteria Coordinator or Food Service Director at least one week prior to the trip.]

Rain date if necessary? (If so, when?) \_\_\_\_\_

Phone number (or other means of contact) during the trip? \_\_\_\_\_

Transportation coordinated by \_\_\_\_\_ Cost? \_\_\_\_\_ Source? \_\_\_\_\_  
whom? \_\_\_\_\_

If by bus, will bus remain with students \_\_\_\_\_ Number of chaperones? \_\_\_\_\_  
during trip? \_\_\_\_\_

Number of students? \_\_\_\_\_ Will anyone other than students or chaperones be  
Number of chaperones? \_\_\_\_\_ attending (provide detail)? \_\_\_\_\_

Bus picks students up at \_\_\_\_\_ o'clock. Bus returns at \_\_\_\_\_ o'clock.

Special concerns regarding behavioral or medical/health issues? \_\_\_\_\_  
\_\_\_\_\_

Special concerns or needs regarding transportation? \_\_\_\_\_

Permission slip attached? \_\_\_\_\_

Planned coverage for any students not going on trip? \_\_\_\_\_

Are any of the teacher chaperones' remaining classes not covered during the trip? \_\_\_\_\_

Additional departmental notification (as required): Physical Education \_\_\_\_\_ Music \_\_\_\_\_

Art \_\_\_\_\_ Library \_\_\_\_\_ Tech Ed \_\_\_\_\_ Home Economics \_\_\_\_\_ Drivers Ed \_\_\_\_\_ Health Services \_\_\_\_\_

SpEd/Res.Room \_\_\_\_\_ Speech \_\_\_\_\_ ESL \_\_\_\_\_ CBT \_\_\_\_\_ Guidance \_\_\_\_\_

If crossing the Canadian border. Required identification and documentation? \_\_\_\_\_

Other Issues? \_\_\_\_\_

**Final approval by principal/designee** \_\_\_\_\_

**Date** \_\_\_\_\_