

Chino Hills Field Trip/Overnight Trip Checklist

Four Weeks (or more) Prior

Initial when completed

- If field trip will be overnight or in excess of 250 miles a **Field Trip: Overnight Approval Form** is required to be completed and submitted for Board approval prior to fundraising, advertising, etc. for trip. _____
- Secure funds for field trip and supply documentation of such with **Field Trip: Overnight Approval** form _____
- Secure funds for transportation _____
- Retrieve field trip request and transportation forms from ASB Director / ASB Secretary _____
- Secure chaperones for field trip (be aware of adult/student ratio necessary for field trip) _____

Three Weeks Prior

- Return completed form to ASB Director for activities approval. _____
Please note approval may take up to 3 days
- Retrieve signed form from ASB Director/ASB Secretary and forward to Assistant Principal (Activities) for administrative approval. _____
Please note this approval may take up to one week.

Two Weeks Prior

- Distribute off or field trip permission slips to students for parent and teacher approval _____
- Distribute field trip information sheet _____
- Compile roster of students planning to attend field trip and forward to Health Office for review (ASB Secretary will do this for you) _____

One Week Prior

- Compile roster of students planning to attend field and forward to the the Assistant Principal (Activities) and the Attendance Office. _____
- Reserve substitute teacher _____

One Day Prior

- Give copies of permission slips to ASB Secretary _____

Day of Field Trip

- Take attendance as students board bus _____
- Return attendance to Principal's Secretary _____

Overnight Field Trip Request

Eight weeks (or more) Prior

- If field trip will be overnight or in excess of 250 miles a Student Travel Request Form Must be retrieved from ASB Director/ASB Secretary and submitted for Board approval
If students will travel via non-public transportation (i.e. parents) a completed Parent Permission For Private Vehicle You may also be asked to have District Form 680 Parent Permission for Private Vehicle Transportation completed as well. _____