

DISTRICT SPONSORED FIELD TRIP TIPS



When planning a field trip, districts/sites should consider the following:

- Educational purpose of field trip
 - Types of trips not acceptable – does the educational value outweigh the risks?
- Appropriate documentation/permissions
 - Identify person responsible to review requests and approve trips, e.g., Principal
 - Determine method of obtaining permission
- Student supervision and appropriate supervision ratios
- Participation by students with disabilities – how to accommodate, if needed
- Approved travel methods
 - District provided?
 - Charter company provided?
 - Students or parents responsible?
- Tracking attendance of students, chaperones and staff throughout event
- Emergency procedures/first aid
- Specific field trip procedures
 - Field trip checklist – steps to arrange a field trip
 - Field trip request form – to be approved by Principal
 - Field trip permission and consent form – to be completed by parents/guardians
 - Chaperone guidelines
 - Volunteer/chaperone responsibilities on field trip
 - Permission, assumption of risk, medical treatment authorization form – to be completed for all students participating on field trip

Go to ASCIP's website for "*Field Trip Guidelines*" for more details and sample forms:

<http://ascip.org/risk-services/guidelines-best-practices/>