

# Mittineague Field Trip Checklist


## **TEACHER RESPONSIBILITIES**

- ☐ I met with the Principal and discussed the field trip and funding for the trip.
- ☐ I created a "Field Trip Folder" to organize field trip related documents.
- ☐ I reached out to the place of interest and secured a formal quote for the cost of the field trip.
- ☐ I checked in with my nurse to see if a nurse is necessary for the trip.  
(When the District Field Trip form is submitted it will go directly to Christine Beaumont (Health director) and your nurse should have a heads up prior to form submission)
- ☐ I filled out the LPVEC Bus Field Trip Request [form](#) and emailed it to James Lynch at [jlynch@lpvec.org](mailto:jlynch@lpvec.org) - cc'ing my clerk.
- ☐ I filled out the District Field Trip [form](#) and submitted it for approval.
- ☐ Once approved, I emailed confirmation to my principal, nurse, clerk, and kitchen manager(if lunch is needed) - including the date of trip, trip location, bus times, staff attending, special requests, etc. It will be formally added to the school calendar by the clerk at this time.
- ☐ Plan Chaperones - a CORI check is required for any chaperones attending and they take 2-3 weeks to process. Check with your clerk to confirm whether or not a desired chaperone is on the approved CORI list. If not, make arrangements to have a new CORI conducted through your clerk.

## **3 WEEKS PRIOR TO THE FIELD TRIP**

- ☐ I created a field trip synopsis for our families, copied the District Field Trip Permission [form](#), and lunch request [form](#) and sent it home with all students to be completed, signed, and returned within the week - providing a hard return date deadline.
- ☐ I verified that my Chaperones have completed a CORI check.

## **2 WEEKS PRIOR TO THE FIELD TRIP**

- ☐ All signed field trip permission forms, lunch request forms, and associated monetary collections are tracked and safely stored within my "Field Trip Folder". Work with the office to lock up money if needed.
- ☐ Email kitchen manager ([MSpanilo@wsps.org](mailto:MSpanilo@wsps.org)) the class lunch orders/counts and CC your clerk. (  Field Trip Form.xlsx )
- ☐ Share Field Trip [Guidelines](#) with all chaperones and have each chaperone sign the Chaperone [Agreement](#). All signed Agreements should be included in the "Field Trip Folder".

## **1 WEEKS PRIOR TO THE FIELD TRIP**

- ☐ Reach out to any families that have not returned their permission forms. If the permission form is not returned, the child can not attend the field trip.
- ☐ Make a point to check in with the kitchen manager to ensure lunches are all set and lunch delivery/pick up plans are arranged for the day of.

## **DAY OF TRIP:**

- ☐ Check in with nurse, kitchen manager, and office to confirm all is good to go!