

**BALTIMORE COUNTY PUBLIC SCHOOLS
FIELD TRIP PLANNING TIMELINE
DAY/EXTENDED-DAY/OVERNIGHT**

Complete each item as listed below. Provide completed document to your administrator at the time you receive the check for your trip. This form and all supporting documents should be kept on file for four (4) years following the last day of the trip.

Name of School: _____ Date(s) of Trip: _____

Sponsoring Teacher _____ Destination: _____

| FOR OVERNIGHT FIELD TRIPS, THIS SECTION MUST ALSO BE COMPLETED | | |
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| Date Completed | Initial | AT LEAST EIGHT (8) WEEKS PRIOR TO TRIP: |
| _____ | _____ | 1. Secure principal's tentative approval to conduct field trip and approval to conduct fundraising, if applicable. |
| _____ | _____ | 2. Review Policy/Rule 3160, <i>Review and Approval of School-Sponsored Activities</i> , to determine if field trip includes high-risk activities. If yes, complete <i>Request for Risk Management Review Form</i> (Office of Employee Absence and Risk Management intranet site) and submit completed form to Principal. |
| _____ | _____ | 3. Contact place(s) being visited to make preliminary arrangements. |
| _____ | _____ | 4. Determine directions and identify equipment and clothing needed, itinerary and cost. |
| _____ | _____ | 5. Submit <i>Overnight Field Trip Proposal and Summary Sheet</i> (Rule 6800, Form C). Include detailed itinerary for each day of the field trip. |
| _____ | _____ | 6. Develop a plan for assisting students who are unable to pay their own expenses, and a method for return of unused funds. Review fundraising procedures, if appropriate. |
| OVERNIGHT/DAY/EXTENDED-DAY FIELD TRIPS - COMPLETE THE FOLLOWING | | |
| Date Completed | Initial | FOUR WEEKS PRIOR TO THE TRIP: |
| _____ | _____ | 1. Review Policy/Rule 3160, <i>Review and Approval of School-Sponsored</i> , to determine if field trip includes high-risk activities. If yes, complete <i>Request for Risk Management Review Form</i> (Office of Employee Absence and Risk Management intranet site) and submit completed form to Principal. |
| Date Completed | Initial | FOUR WEEKS PRIOR TO THE TRIP, CONTINUED: |
| _____ | _____ | 2. Submit <i>Field Trip Proposal Day and Extended-Day Field Trip[s]</i> (Rule 6800, Form E). Include detailed itinerary. |

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| _____ | _____ | 3. Follow site-based procedures to secure coverage. |
| _____ | _____ | 4. Arrange for transportation (school bus or BCPS-approved contractor), meals, chaperones, lodging (if necessary, must be arranged through BCPS-approved travel agent), and distribute permission slips. |
| _____ | _____ | 5. Determine if the destination is handicap accessible and that reasonable appropriate accommodations are available. |
| _____ | _____ | 6. Identify chaperones and ensure that each chaperone has completed the BCPS volunteer training program and the requisite background investigation checks have been approved by the Office of Investigations and Records Management. |
| _____ | _____ | 7. Identify teachers to accompany and supervise students. |
| Date Completed | Initial | TWO WEEKS PRIOR TO THE TRIP: |
| _____ | _____ | 8. Collect permission slips and money from students, if applicable. The collection of all funds shall comply with the <i>BCPS Accounting Manual for School Activity Funds</i> and site-based deposit procedures. (Note: <i>All monies collected shall be deposited daily with the school's financial secretary.</i>) |
| Date Completed | Initial | ONE WEEK PRIOR TO THE TRIP: |
| _____ | _____ | 9. Complete <i>Field Trip Notification – Cafeteria School Nurse</i> (Rule 6800, Form J) and provide notice of the field trip to the cafeteria manager and school nurse. Notice to the school nurse must include a list of all student participants. |
| _____ | _____ | 10. Notify teachers, activity coordinators and others affected by the trip. |
| _____ | _____ | 11. Submit request for check to bookkeeper. |
| _____ | _____ | 12. Prepare information regarding: <ul style="list-style-type: none"> ▪ master list of those planning to participate ▪ emergency telephone contacts of all accompanying teachers ▪ route to destination |
| Date Completed | Initial | ONE TO THREE DAYS PRIOR TO TRIP: |
| _____ | _____ | 13. Finalize group listings and master list of participants. |
| _____ | _____ | 14. Prepare name tags, if appropriate. |
| _____ | _____ | 15. Discuss with students behavior expectations, rules and policies, itinerary, appropriate attire, drop off and pick up information and emergency procedures. |
| _____ | _____ | 16. Confirm trip arrangements. |
| _____ | _____ | 17. Confer with chaperones regarding trip specifics. |

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| _____ | _____ | 18. Confer with school nurse regarding availability of first aid kit, necessary medication and treatment requirements and the plan for administration of medication or medical treatment. |
| _____ | _____ | 19. Submit to the principal a list of names of all students and chaperones participating in the field trip, along with emergency contact information for each participant. |
| Date Completed | Initial | DAY OF FIELD TRIP: |
| _____ | _____ | 20. Distribute to accompanying teachers a copy of the master list of all participants, including emergency contact information and specific health information, as necessary for each student. |
| _____ | _____ | 21. Provide administration with copy of the passenger list, a copy of each <i>Parent/Guardian Permission Form</i> and the planned route to destination. |
| Date Completed | Initial | FOLLOWING FIELD TRIP: |
| _____ | _____ | 22. Conduct follow-up activities with students. |
| _____ | _____ | 23. Complete the <i>Final Report-Day/Extended-Day Field Trip</i> (Rule 6800, Form M), or for overnight travel, <i>Final Report-Overnight Field Trips/Foreign Study Program</i> (Rule 6800, Form N) and submit copy to principal. |