

**BALTIMORE COUNTY PUBLIC SCHOOLS  
FIELD TRIP PLANNING TIMELINE  
FOREIGN STUDY PROGRAM**

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: \_\_\_\_\_

<b>Date Completed</b>	<b>Initial</b>	<b>AT LEAST SIX (6) MONTHS PRIOR TO TRIP:</b>
_____	_____	1. Secure principal’s tentative approval to: (a) conduct foreign study program; (b) ensure no conflicts exist with approved school calendar; and (c) to conduct fundraising, if applicable. Note: Permission of Superintendent is required.
_____	_____	2. Consult with the Director, Social Studies, to determine whether the State Department has posted travel advisories for any of the trip destinations.
_____	_____	3. 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 Risk Management intranet site) and submit completed form to principal.
_____	_____	4. Contact Board’s-approved travel agent to secure preliminary costs for air and lodging.
_____	_____	5. Contact place(s) being visited to make preliminary arrangements.
_____	_____	6. Identify accompanying teachers (include names on Field Trip Proposal Form Rule 6800, Form D).
_____	_____	7. Determine if the destination(s) is handicap accessible and that reasonable appropriate accommodations are available.
_____	_____	8. Submit <i>Foreign Study Program Proposal and Summary Sheet</i> (Rule 6800, Form D). Include detailed itinerary for each day of the field trip.
_____	_____	9. 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.
<b>Date Completed</b>	<b>Initial</b>	<b>FIVE (5) MONTHS PRIOR TO THE TRIP:</b>
_____	_____	10. Upon receipt of the approved proposal, compile a packet of materials that includes trip itinerary, detailed financial information, payment deadlines, trip cancellation/refund policies and the travel contract.

_____	_____	11. Determine necessary travel documents, inoculations and determine plan to secure required items.
_____	_____	12. Continue to consult the Director, Social Studies, to monitor State Department travel advisories. List Dates of Contact/Response: _____ _____ _____
_____	_____	13. a. Conduct a meeting for parents/students to determine group size and number of chaperones needed.  b. Schedule two (2) mandatory orientation sessions for all participants and parents/guardians.  c. Contact Travel Agent to ensure a representative is available to attend the orientation sessions.  d. Orientation sessions should include: <ul style="list-style-type: none"> <li>• Student behavior expectations.</li> <li>• Expenses not included in the costs, such as required inoculations, passport/visa expense and personal expenses.</li> <li>• Health and safety procedures, including requirement for health history and medication orders, if needed.</li> <li>• Travel Agent’s trip cancellation policy, availability of travel insurance, and refund schedule.</li> <li>• Notice to parent of his/her financial responsibility in the event the student is removed from participation for any reason and returned home.</li> </ul> Date of first orientation meeting: _____ Date of second orientation meeting: _____
_____	_____	14. Establish a deadline for student commitment to travel.
<b>Date Completed</b>	<b>Initial</b>	<b>FOUR (4) MONTHS PRIOR TO THE TRIP (AFTER OBTAINING APPROVAL FOR THE TRIP):</b>
_____	_____	15. Collect permission slips, <i>Student Health History Overnight Field Trip/Foreign Study Program</i> (Rule 6800, Form K) and <i>Request to Administer Medication/Treatments</i> (Rule 6800, Form L), if applicable.
_____	_____	16. Collect all money for students and participants. The collection of all funds shall comply with the <i>BCPS Accounting Manual for School Activity Funds</i> and site-based deposit procedures. ( <i>Note:</i> All monies collected shall be deposited daily with the

		school's financial secretary.)
_____	_____	17. Check with participants to ensure that necessary travel documents have been obtained. Make copies of each passport/visa. (Copies of each passport/visa are to be carried by the chaperoning teacher on the trip in the event of an emergency.)
_____	_____	18. Confirm Airline and Lodging arrangements with BCPS Travel Agent.
_____	_____	19. Identify chaperones and ensure that each chaperone has completed the BCPS volunteer training program and that the requisite background investigation checks have been approved by the Office of Investigations and Records Management. Note: Chaperones must complete a commercial background check, as well as a Department of Social Services screening, through the Office of Investigations and Records Management at least 30 days prior to the scheduled trip.
_____	_____	20. Submit request for purchase order(s) to bookkeeper, if necessary.
<b>Date Completed</b>	<b>Initial</b>	<b>TWO (2) WEEKS PRIOR TO THE TRIP:</b>
_____	_____	21. Complete Field Trip Notification – Cafeteria/School Nurse (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.
_____	_____	22. Notify teachers, activity coordinators and others affected by the trip.
_____	_____	23. Submit request for check(s) to bookkeeper.
_____	_____	24. Prepare information regarding: <ul style="list-style-type: none"> <li>▪ master list of those planning to participate</li> <li>▪ emergency telephone contacts, including back-up access to cellular phone</li> <li>▪ copies of participants' passports/visas</li> </ul>
<b>Date Completed</b>	<b>Initial</b>	<b>ONE TO THREE DAYS PRIOR TO TRIP:</b>
_____	_____	25. Finalize group listings and master list of participants.
_____	_____	26. Prepare name tags, if appropriate.
_____	_____	27. Discuss the following with students: behavior expectations, rules and policies, itinerary, appropriate attire, drop off and pick up information and emergency procedures.
_____	_____	28. Confirm trip arrangements.
_____	_____	29. Contact Director, Social Studies, to obtain final approval and to confirm no travel advisories issued by State Department.

_____	_____	30. Confer with chaperones regarding trip specifics.
_____	_____	31. 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.
_____	_____	32. 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.
		<b>DAY OF FIELD TRIP:</b>
_____	_____	33. 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.
_____	_____	34. Provide principal with copy of the passenger list, a copy of each permission slip, and the planned itinerary for each day. Include contact information for each accompanying teacher.
		<b>FOLLOWING FIELD TRIP:</b>
_____	_____	35. Conduct follow-up activities with students.
_____	_____	36. Complete the <i>Final Report-Overnight Field Trip/Foreign Study Program</i> (Rule 6800, Form N) and submit copy to principal.