

BALTIMORE CITY PUBLIC SCHOOLS

**EDUCATIONAL FIELD TRIP PLANNING TIMELINE
FOR STUDENT DAY/EXTENDED DAY/NON SCHOOL
DAY/OVERNIGHT EDUCATIONAL FIELD TRIPS**

Complete each item as listed below. Provide completed document to your administrator at the time you receive the check for your trip. This form should be kept on file for 4 years.

Name of School _____ Date(s) of Trip _____
Teacher-in-Charge _____ Destination(s) _____

FOR OVERNIGHT FIELD TRIPS ONLY

Date Completed	Initial	At least 14 weeks prior to trip:
_____	_____	1. Secure principal's tentative approval to conduct field trip and approval to conduct fundraising, if applicable.
_____	_____	2. Contact place(s) being visited to make preliminary arrangements.
_____	_____	3. Determine directions and identify equipment and clothing needed, itinerary, and cost.
_____	_____	4. For Overnight Trips, submit Overnight/Foreign Travel Proposal to principal.
_____	_____	5. 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.

		Five weeks prior to the trip:
_____	_____	1. Submit Day/Extended Day/Non School Day Field Trip Proposal to principal.
_____	_____	2. Follow school-based procedures to secure classroom coverage.
_____	_____	3. Arrange for transportation, from the approved list issued by City Schools Office of Pupil Transportation, lodging (as necessary), chaperones, and distribute permission slips.
_____	_____	4. Determine if the destination is handicap accessible and that reasonable appropriate accommodations are available.

Date Completed

Initial

Two weeks prior to the trip:

1. Collect permission slips and money from students, if applicable. Follow school-based deposit procedures for all funds.

One week prior to the trip:

1. Notify teachers, activity coordinators, the school nurse, the cafeteria manager and others affected by the trip.

2. Submit request for check to bookkeeper.

3. Prepare information regarding:

- master list of those planning to participate
- emergency telephone contacts, including back-up access to cellular phone
- route to destination

One to three days prior to trip:

1. Finalize group listings and master list of participants.

2. Prepare name tags, if appropriate.

3. Discuss with students behavior expectations, rules and policies, itinerary, appropriate attire, drop off and pick up information, and emergency procedures.

4. Confirm trip arrangements.

5. Confer with chaperones regarding trip specifics.

6. Confer with nurse regarding availability of first aid kit, necessary medication and treatment requirements, and the plan for administration of medication or medical treatment.

Day of field trip:

1. Distribute to chaperones the master list of participants, including emergency contact and specific health information, as necessary for each student.

2. Provide administration with copy of the passenger list, a copy of each permission slip, and the planned route to destination.

Following field trip:

1. Conduct follow-up activities with students.
2. Complete the Field Trip Final Report (for Day, Extended Day, and Non School Day Field Trips) and submit copy to principal.