

# Field Trip 2014-2015



## Step by Step Instructions

### Step 1

- Approval for Field Trip
- Complete Field Trip Form located in the shared drive under Field Trips (add Field trip information prior to distribution)
- Complete Transportation Request form located in the shared drive under Field Trips (turn into Mrs. Mundy)
- Give Forms to students for Parent/Guardian to complete.  
(Give students a deadline; deliver forms for admin signature to Maribel Caparas 10 days prior to the Field Trip.)

### Re-Check Forms for the following:

- Is Field Trip Form filled out correctly?
- Did Organizing Teacher sign form upon receipt?
- Did Parent/Guardian sign form?
- Is Insurance Information entered?
- Does Student have a medical condition?

### Step 2

Create a list of students who are attending the Field Trip and send Field trip list to attendance, Nurse and Café Manager

### Step 3

Send Field Trip Forms to Maribel for Admin's signature and approval 10 day prior to the trip.

### Step 4

Maribel will forward a confirmation e-mail to the following: Organizing Teacher, Attendance, Nurse and Café Manager once the Field trip forms are signed.

### Step 5

Organizing Teacher must take attendance on day of Field Trip and check students into bus. Once all students are checked in to bus, check off list needs to be turned in to attendance prior to bus leaving.

\*\*\*\*\*Reminder\*\*\*\*\*

Many CHHS Students are on the Free/Reduced Lunch Program and are entitled to have sack lunches prepared for them. The Café Manager needs at least 10 days' notice to prepare these meals, so please turn in forms early.

**Enjoy your trip!!!**