

EXTENDED TRIP CHECKLIST

This checklist must be completed for any trip that extends overnight or transports students outside Orange, Riverside, San Bernardino, San Diego and Los Angeles counties.

	DATE	BY
<i>Before formal planning, promoting, or advertising of trip</i>		
<input type="checkbox"/> Principal meets with advisors to compare proposal to the District-Sponsored Student Travel Approval Criteria, Trip Policy, procedures and responsibilities	_____	_____
<input type="checkbox"/> Principal meets with parents and chaperones to review purpose of the trip and approves proposal including plan for fundraising	_____	_____
<input type="checkbox"/> Cost of the trip is covered through fundraisers, booster club, site funds, donations, ASB, and/or PTO/PTA	_____	_____
<input type="checkbox"/> Principal approves preliminary Extended Trip Plan (Written chronology of advertising, fundraising, informational meetings, and trip)	_____	_____
<i>At least 45 days before trip (60 Days for Out-Of-State)</i>		
<input type="checkbox"/> Extended Trip Plan and Itinerary sent to Educational Services	_____	_____
<i>After board approval</i>		
<input type="checkbox"/> Meetings (Purpose; Safety rules; Conduct; Chaperone Roles)		
Staff	_____	_____
Parents	_____	_____
Students	_____	_____
Chaperones	_____	_____
Deliver information to those who did not attend	_____	_____
<input type="checkbox"/> Collect/Approve Paperwork		
Permission Slip (students)	_____	_____
Chaperone Form (7-93)	_____	_____
Chaperone List (7-91-b)	_____	_____
Motor Vehicle Requests (7-92-Driver Information, ASCIP) MVR (if needed)	_____	_____
<input type="checkbox"/> Site administrator approves paperwork and collects all advertising/notes to parents and paperwork related to trip	_____	_____
<i>On Departure</i>		
<input type="checkbox"/> Submit to Principal/Designee		
List of students actually on trip	_____	_____
Copy of Permission Slips/Designated Chaperone Forms for all students, adults, and advisors on trip	_____	_____
<input type="checkbox"/> Take on Trip		
List of students actually on trip	_____	_____
Permission Slips/Designated Chaperone Forms for all students, adults, and advisors on trip	_____	_____
First Aid Kit and Supplies	_____	_____
Notebook containing Conduct Rules, Travel Policies, and contact information to report emergencies to Principal	_____	_____
<i>On Return</i>		
<input type="checkbox"/> Written Report on any conduct, health, or accident incidents	_____	_____
<input type="checkbox"/> File copies of materials	_____	_____

FINAL APPROVAL: _____, Principal _____ Date