

KY-TN Conference Department of Education

FIELD TRIP FORM

Date of Trip: _____

Teacher(s) involved: _____

Place(s) to visit: _____

Time involved: _____

CHECKLIST	YES	NO
Have you made previous arrangements with places you plan to visit?	_____	_____
Have you cleared the trip with the School Board and notified the Conference Office of Education?	_____	_____
Are students properly attired for the trip?	_____	_____
Does everyone have a lunch with them?	_____	_____
Are all the drivers adults?	_____	_____
Are all drivers, including yourself, adequately insured - \$100,000/\$300,000?	_____	_____
Do you have permission slips from all parents or guardians?	_____	_____
Do all parents know when and where to pick up their child following the field trip?	_____	_____
Do you have the current Consent to Treatment forms with you should a child get hurt?	_____	_____

If you are able to check yes for each question, you are ready to go. Keep this form in the permanent files for your school.

Signature of Teacher