

## Field Trip Procedure Checklist

The following field trip paperwork **must** be submitted **3 weeks prior** to a tri-county area (local) day trip or **6 weeks prior** to an out-of-tri-county area, overnight, or water related field trip.

1. **Project Approval Form** – Once approved, you can move forward with filling out your field trip paperwork.
2. **TDA** – Submit a TDA form for all SBBC staff going on your trip. This form must be signed by each staff member's Administrator and include a job# at the bottom.
3. **Final Field Trip Authorization Form** (required)
4. **Field Trip Contingency Plan Form** (required)
5. **Detailed Itinerary Form** (required for out of area/overnight trips) – Fill out the top half of the form and attach a sheet(s) of paper with a **typed, detailed** itinerary.
6. **Certificate of Chaperones Form** (required) – (Level 1 chaperone = in tri-county) / (Level 2 chaperone = out of county/overnight/water related).  
See the front office, for **active clearance dates** for all Level 2 chaperones. The clearance date **must** be written on your Chaperone Form.
7. **Student and/or Adult Vehicle Authorization Form** (*if applicable*) – **Email** Liset Serraino a copy of all **driver's licenses** and **current insurance cards** for *each* driver.
8. **No Roll-Over Warning Verification Form** (if applicable) – To be used when utilizing **private vehicles** (not required when using a rental from Enterprise/National), by student or adult drivers.
9. **Enterprise or National vehicle rental confirmation printout** (*if applicable*).
10. **Typed alphabetical list of students attending trip.**
  - a. One copy of this list goes to Liset Serraino, Activities Office-Rm. 605 (for **ALL** trips) to be sent to Risk Management.
  - b. One copy of this list goes to Sherri Werbin, Attendance Office-Rm. 1301 (only **if** trip is during school day).
11. **Original Permission Forms** must be turned in a minimum of **one week prior** to your departure date. You must make a photo copy of the permission forms to take with you on the trip **before** turning in your forms. In addition, please obtain your administrator's cell number in case of emergency.

### **School Bus:**

If you are using a BCPS bus, **you** must arrange for this by filling out a **Transportation Request Form**. This form can be obtained from the Budgetkeeper/Bookkeeper's office.

**Note:** BCPS busses may only be used during the hours of **9:30AM - 1:30PM** on **school days**. The fee is \$47/hr. (3hr. min.)

**Non-compliance of deadline dates or missing information may result in DENIAL/CANCELLATION of your trip.**