



Field Trip Protocol

Staff Member _____ Date _____

Months before trip, if possible:

Date Complete _____ Make bus reservation—print confirmation page.

Date Complete _____ Reserve trip locations, hotels, travel

1-2 Weeks before trip:

Date Complete _____ Send permission slips with parent contact info complete (include lunch request, if needed)

Date Complete _____ Email Food Service at chogue@kimberly.edu with date/names/lunch# at least 1 week prior to trip.

Date Complete _____ Create field trip itinerary. Include: Locations to visit, Transportation Details, Supplies Needed, Chaperones Attending (What is requirement for location?), Student Needs (money, clothing, snacks, water, etc.)

Overnight field trip considerations:

- a. Ensure that overnight trips have adults of both genders.
- b. Parents should have a means of direct communication with main chaperone.
- c. Students have at least 3 to a room of the same gender.
- d. No students other than those assigned to the room may be in the room.
- e. Students will be checked into their room at lights-out time.
- f. Chaperone will place a small piece of tape across the door and frame to indicate any unauthorized movement after lights out.
- g. Chaperone will do a wake-up knock in the morning and remove tape before students exit their rooms.

Days before trip:

Date Complete _____ Collect all signed permission slips.

Date Complete _____ Ensure that school has signed permission slips for all students.

Date Complete _____ Email itinerary (include overnight arrangements if applicable) with chaperone contact info to parents.

Date Complete _____ Print Trip Roster for each bus and for main chaperone (parent contact info required)

Date Complete _____ Create sleeping arrangement for overnight trips

Date Complete _____ Collect \$ or check for activities.

Date Complete _____ Add your field trip to the O365 Calendar for all to see.

Day of Trip:

Date Complete _____ Collect any medication needed for students.

Date Complete _____ Get a first aid kit, water and snacks for long trips.

Date Complete _____ Collect lunches from Food Service

Date Complete _____ Take attendance on trip roster before leaving.

Date Complete _____ Inform chaperones of responsibilities and agenda.

Date Complete _____ Take attendance each time you get on and get off the bus.

Date Complete _____ Contact parents at least once each day w/ updates and any plan changes.

Date Complete _____ Alert parents & admin ASAP of any changes to itinerary or room assignments.

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