

Field Trip Protocol Checklist

Pope John Paul II Catholic High School recognizes the value in broadening a student's education. The Principal must approve all such trips before the teacher communicates with parents or students about the trip. In order to allow for proper planning, teachers should seek trip approval well in advance (at least two weeks). Teachers are responsible for coordinating all aspects of the trip. Parental permission must be obtained with the appropriate permission slips.

Checklist of Reminders:

_____ Fill out the **Field Trip Request (FT-1)** form that is available in the Official Form Box in the teacher's workroom and submit it to the Principal for approval. An approved copy of the request will be returned to you.

_____ Once the **Field Trip Request** is approved, fill out the **Diocese of Birmingham Form CH-1** parental consent form and distribute to students to get parent signature. Blank CH-1 forms are available in the Official Form Box in the teacher's workroom. Student's medical history must be filled out for every trip. **No student may go on a field trip without a signed permission form completed and submitted 24 hours prior to departure. (Field Trip Permission Forms will not be accepted on the day of the trip.)** Submit a copy of all signed permission slips to the front office secretary prior to departure and carry the original forms with you on the trip.

_____ All parent chaperones, including volunteer drivers, must have a completed and on file **Youth Protection I, Diocesan AS-1 (Application for Service)** and **Diocesan DI-2 (Driver Information)** in the secretary's office. They must be verified for **EVERY** trip. Please make sure the parent fills out every line on the form and turn those into the office at least five (5) days prior to the trip.

_____ There must be one CPR certified adult and one certified person in First Aid present on the trip.

_____ Field trip supervisor must be certified with Youth Protection 2 training.

_____ There must be a chaperone for every ten students. You **must** have male and female chaperones for all coed trips.

_____ Include the cost of any transportation when calculating expenses of your trip. Teachers need to set up their own bus through Durham (form to fax request in workroom file).

_____ Teachers are responsible for e-mailing the list of students who will attend the field trip to all faculty at least three days prior to departure.

_____ Turn in this completed Field Trip Protocol Checklist at least 1 day prior to the field trip departure date.