



# Dublin Unified School District

## CHECK-OFF LIST FOR FIELD TRIP

- Orientation Meeting (if needed): \_\_\_\_\_
- Transportation Arrangements: \_\_\_\_\_
- Administrative Approval: \_\_\_\_\_
- Board Approval (if necessary): \_\_\_\_\_
- Parent Permission for each: \_\_\_\_\_
- Field Trip Leader Certification: \_\_\_\_\_
- Code of Conduct (to be kept at site): \_\_\_\_\_
- Medical Emergency Instructions and Medication for each Student: \_\_\_\_\_
- Destination Phone Number for Emergency Use (see below): \_\_\_\_\_

- Field Trip First Aid Kits: \_\_\_\_\_
- Field Trip Leader Name: \_\_\_\_\_
- Other First Aid Provider: \_\_\_\_\_
- Chaperones: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Local Emergency Telephone Numbers:
- Police: \_\_\_\_\_ Nearest Hospital: \_\_\_\_\_ Highway Patrol: \_\_\_\_\_
- Fire Department: \_\_\_\_\_ Other: \_\_\_\_\_
- Principal's Signature: \_\_\_\_\_

**(Make Copies - One for the Principal, Business Office, and one for Trip Leader)**

*The completed form is to be kept on file in the school office.*