

Below is a list of items that need to be completed by the Field Trip Coordinator

- _____ Review the MISD Student Travel Guidelines
- _____ Determine the **educational need** for the Field Trip
- _____ Determine a **place** and **date** for your Field Trip and check to make sure it doesn't conflict with the District blackout and campus blackout dates.
- _____ Determine how much the Field Trip will **cost** participants
- _____ Determine what type of **transportation** is needed
- _____ Determine how and where students will **eat**
- _____ Create an Itinerary which includes date and deadlines
- _____ Determine how many **chaperones** you will need
- _____ Submit request for **approval** in Eduphoria Formspace → Submit New Form → Student Travel
- _____ Once approved, complete all necessary **forms** in the Student Travel Guidelines Manual
- _____ Complete **Transportation Request** from MISD Transportation
- _____ Complete **Nurse Field Trip Notification Form** (See Appendix)
- _____ Complete any additional **campus forms** required for Field Trips
- _____ Secure additional **chaperones** and conduct a mandatory chaperone meeting to cover Chaperone Guidelines.
- _____ Communicate with your cafeteria about **sack lunch** needs
- _____ Communicate with your bookkeeper about **payment** needs
- _____ Communicate final trip information with **parents** via email or parent meeting



<h2>Overnight Trip Coordinator Checklist</h2>

_____ Have parents and students complete the **Overnight Medical Authorization Form** (See Appendix)

_____ Put **Overnight Medical Authorization Forms** in a binder for easy access throughout the trip. All chaperones should know the location of this binder for emergencies.

_____ Have parents and students complete the **Overnight Student Code of Conduct Agreement** (See Appendix)