



FIELD TRIP PLANNING CHECKLIST

PIEDMONT HIGH SCHOOL

UNION COUNTY PUBLIC SCHOOLS

Monroe, N.C. 28110

_____ Obtain Request for Field Trip Approval form (located in the A workroom mailboxes).

_____ Complete Request for Field Trip Approval form and submit to Dr. Tyson for approval. Dr. Tyson will then submit this form to Mrs. Starr. *This must be done 30 days prior to the field trip.*

If there is an overnight field trip, a UCPS Overnight Field Trip Form should be submitted to Dr. Tyson at least 2 weeks prior to the event.

_____ Upon approval, Mrs. Starr will place a copy of the Request for Field Trip Approval form in your box.

_____ Submit a copy of the Request for Field Trip Approval form to David Baucom to secure transportation, if needed. (Mrs. Starr)

_____ Submit a copy of the Request for Field Trip Approval form to Stephanie Thomas. (Mrs. Starr)

_____ Enter absence into STEMS and secure a substitute.

_____ Complete the required permission forms and give to all participating students.

_____ Turn in money and receipt books no later than 1:30 to Stephanie Thomas daily.

_____ Turn in all money (Stephanie Thomas) and forms (Mrs. Starr) one week prior to trip.

_____ Submit names of all students attending the field trip to Mrs. Starr and Mrs. Hamilton no later than 5 days prior to the event. *All students who are participating in a field trip must also meet the requirements for the Incentive Rewards.*

_____ Turn in this completed checklist no later than 5 days prior to the event.