

FIELD TRIP PLANNING CHECKLIST

Weddington High School

Teacher name: _____ Trip date: _____

_____ Obtain *Field Trip Request for Approval* form (located on website or Main Office Turnstile).

_____ Complete *Field Trip Request for Approval* form and submit to Mr. Paquette for approval.

This must be done at least 3 weeks prior to the trip date.

_____ Upon approval, Mr. Paquette will place a copy of the *Field Trip Request for Approval* form in your mailbox. This is to indicate that the request has been recognized but is **not** the end of the process. Mr. Paquette will submit approved *Field Trip Request for Approval* form to Mr. Hart for transportation needs. Mr. Hart will work with you regarding transportation. Mr. Hart will submit the *Field Trip Request for Approval* to Mrs. Yarbrough for final check once transportation has been arranged.

_____ Work with Mrs. Yarbrough to obtain her approval.

_____ Enter absence into STEMS and secure a substitute (if required).

_____ Distribute *Field Trip Permission Slip* (on website and in Main Office Turnstile) to all eligible students.

_____ All money turned in to Mrs. Yarbrough (Must be turned in by 3:30 p.m. each day)

_____ Submit names of all students attending the field trip to Mrs. Robinson and no later than 2 school days prior to the event.

_____ Finalize and submit a list of chaperone names and contact information to Mr. Paquette

_____ Turn in this completed checklist to Mr. Paquette