

FIELD TRIP PACKET CHECKLIST

Field Trip Required Forms:

1. Completed Field Trip Request Form: _____
2. Field Trip Rationale and Request for Check Form (Exhibit B) _____
3. Vendor Quote: _____
4. Itinerary (All destinations): _____
5. List of Staff Members attending trip: _____
6. Class List of Students attending trip: _____

Transportation Forms:

1. Requisition for Field Trip Transportation: _____
2. Vendor Quote: _____
3. Bus Confirmation: _____

Food Service Forms:

1. Box Lunch Request Form (Exhibit C): _____
2. Confirmation: _____