

REMINDER CHECKLIST FOR LEAD SPONSOR

Driving

- _____ Drivers are approved to drive school vehicles
- _____ Drivers are properly licensed
- _____ There are printed directions to the destination for each driver

Day Trip

- _____ Permission slips are turned in for each student
- _____ Responsibilities of Trip Chaperones are turned in for each chaperone
- _____ Students and chaperones are informed of departure and return times
- _____ There is an itinerary on file in the Main Office
- _____ There is a Trip Plan submitted to Central Office (Two (2) weeks in advance)
- _____ Emergency Cards are in your possession
- _____ Emergency Contacts are in your possession
- _____ Administrator Phone Numbers on in your possession in case of emergency

Overnight Trip

- _____ All permission slips are turned in for each student
- _____ Responsibilities of Trip Chaperones are turned in for each chaperone
- _____ All students and chaperones are informed of departure and return times
- _____ There is an itinerary on file in the Main Office
- _____ There is a Trip Plan submitted to Central Office
- _____ All Chaperones are informed of specific duties
- _____ All parents have been provided with the hotel information
- _____ Curfews have been established
- _____ Emergency Cards are in your possession
- _____ Emergency Contacts are in your possession
- _____ Administrator Phone Numbers on in your possession in case of emergency