

NEVADA JOINT UNION HIGH SCHOOL DISTRICT
BEAR RIVER HIGH SCHOOL
CHECKLIST FOR FIELD TRIPS

REMEMBER: You must submit the packet for your field trip three (3) weeks prior to the event. All out of country field trip packets must be submitted (6) weeks prior to the event. Please do not submit any packet unless it is complete.

- **Request for Field Trip Form**
 - (Must be signed by Principal/Designee)
 - (If over 150 miles one way, overnight, or out-of-state must be signed by Superintendent/Designee)
 - (If out of country, must go to Governing Board).

- **Activity Itinerary** (*detailed*) with line of communication and responsibility in case of emergency. To be submitted with request form.

- **Student Activity Roster** with every student (listed alphabetically) participating in field trip. To be submitted with request form. (All students on list must have a completed Parent permission, Zero Tolerance and Medical form on file or it must be submitted with packet.) Please remember to give attendance and Janet a list of students attending field trip right before you leave.

- **Names of chaperones** participating on field trip with current completed chaperone contract(s) on file or attached to packet. Adhere to gender appropriate chaperone-to-student ratio guidelines (1) adult chaperone/staff to every eight (8) students if an overnight stay or water activities are involved – see district policy. Must have at least one district employee attending field trip.

- **Transportation Eligibility**
 - Drivers Certification Statement (private vehicles), copy of insurance declaration, and driver’s license must be on file with Adina.
 - Staff members driving students in district vehicles or rental cars must be on the DMV Pull Notice List.

ALL STUDENTS MUST HAVE COMPLETED:

- **Parent Permission, Zero Tolerance and Medical Form** for every field trip. (one form)

All of the above forms can be obtained in the Principal's Office.