

Beverly Hills Unified School District

Field Trip Checklist

Date of Field Trip: _____

Please check and date the following Field Trip Checklist in sequence:

- ☐ Field Trip compliant with District Field Trip Policies: Yes[] No []
- ☐ Pre-Approval by Principal in Writing: Date of Pre-Approval: _____
- ☐ Funding Source Confirmed:
 - ☐ District
 - ☐ PTO
 - ☐ Student Council
 - ☐ Other External
 - ☐ Student Source
- ☐ Board Approval (Overnight Field Trips Only): Date of Approval: _____
- ☐ Field Trip Request Form Completed
- ☐ Transportation Director Notified of Field Trip
- ☐ Food Service Director Notified of Field Trip
- ☐ School Nurse Notified of Field Trip
- ☐ List of students attending field trip
 - ☐ Identify students with medical needs
- ☐ Purchase order secured if the field trip is funded by District Controlled Funds
- ☐ Parent Permission Slip (and fees, if applicable,) collected for all students.
- ☐ Student Health Cards with contact information for all students
- ☐ Chaperone list with contact information
- ☐ Final Approval by Principal

A signed checklist should be provided by all participating teachers attending the field trip. Each checklist, along with an entire field trip packet should be turned into your principal at least 60 or 90 (for overnight trips) days prior to the field trip.