

## Field Trip Checklist

Nature of field trip: \_\_\_\_\_

Teacher: \_\_\_\_\_

Number of participating Students: \_\_\_\_\_

### PRE-ACTIVITY

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Does this field trip have educational value?<br>Educational value is: _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | Does this activity meet all of your school division's requirements for field trips?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the activity meet the "Safety Guidelines for Physical Activity in Alberta Schools"?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Have the students been given instruction in this activity?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there sufficient number of staff/chaperones to the number of students participating? How many staff/chaperones? _____         |
| <input type="checkbox"/> | <input type="checkbox"/> | If the participants are co-ed, are the staff/chaperones co-ed?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the staff First Aid Certified?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the staff CPR Certified?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are any of the chaperones qualified in this activity? Number of qualified Chaperones: _____                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Have the students been provided with the rules of the behaviour for this activity? What are those rules? _____<br>_____<br>_____ |

### CONSENT FORMS

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Have consent/release forms been completed for every student?              |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the date, time and location of the activity noted on the consent form? |

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- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Has a complete itinerary of the trip been provided to the parents and guardians?      |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the consent form list the hazards/risks involved with this activity?             |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the consent form indicate the mode of transportation to the activity?            |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the consent form include the cost of the activity?                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the consent form disclose the danger of inadequate health and medical insurance? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have the parents given consent for emergency medical treatment?                       |

### ON THE FIELD TRIP

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Have alternate plans been made if this activity is cancelled because of bad weather? List alternate activities: _____<br>_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a contingency plan for dealing with emergencies? If so, what? _____   |

Attach sample copy of waiver/consent form and itinerary.