

## International Field Trip Checklist

1. Approval by the CFO, Superintendent and Board which will occur once numbers 2 through 4 are submitted.
2. All contract(s) for the vendor(s) participating in servicing the trip.
3. A complete itinerary.
4. Information on how this trip is being funded.
5. A complete accounting of the Fundraising once it has occurred.
6. A list of advisers/chaperones
7. A list of students
8. The following forms:
  - a. Student Health Information Form
  - b. Adviser/Chaperone Health Information Form.
  - c. Student Permission Form to participate in Overnight Travel Activity.
  - d. Waiver and Release of Claims Form for Participation in Overnight Travel Activity for Students.
  - e. Waiver and Release of Claims Form for Participation in Overnight Travel Activity for Advisers/Chaperones.

#s 2-4 is required immediately as well as the Permission form to Participate in Field Trip form that is attached.