

Woodridge Local School District

CHECKLIST FOR TRIPS

The following items should be confirmed prior to the start of any field or other District-sponsored trip.

- _____ 1. **Approved Field Trip Request** (2340 F1)

- _____ 2. **Properly Certified Driver**

- _____ 3. **Parental Consent** (2340 F2)

- _____ 4. **Medical Emergency Release Forms** (5341 F1)
One for each student - - in the possession of person in charge of groups

- _____ 5. **List of students to whom medication will be administered and the approximate time that the medications are to be administered**

- _____ 6. **All of the required medications for those students on the list in #5 above**

- _____ 7. **Safe Vehicle in Good Running Order**

- _____ 8. **First Aid Supplies**

- _____ 9. **Equipment and Supplies**

- _____ 10. **Food and Water** (if applicable)

- _____ 11. **Visiting Agreements and Permits** (if applicable)

