\_\_\_\_ **Orientation Meeting**

\_\_\_\_ **Transportation Arrangements**

\_\_\_\_ **Administrative Approval**

\_\_\_\_ **Board Approval (If Necessary)**

\_\_\_\_ **Parent Permission**

\_\_\_\_ **Medical Emergency Instructions for Each Student**

\_\_\_\_ **Destination Phone Numbers for Emergency Use (See Below)**

\_\_\_\_ **Field Trip First Aid Kits**

\_\_\_\_ **Lunches (If Needed)**

 **First Aid:**

 **Director’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Other First Aid Provider:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Chaperons:**

|  |  |  |
| --- | --- | --- |
| **Name:**  | **Address:**  | **Phone:**  |
| **Name:**  | **Address:**  | **Phone:**  |
| **Name:**  | **Address:**  | **Phone:**  |

**(Additional names can be on a separate sheet of paper and attached as needed)**

 **Local Emergency Telephone Numbers:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ranger:**  | **Nearest Hospital:**  | **Highway Patrol:**  | **Fire Department:**  | **Other:**  |

(Make Copies – One for the school, one for trip director)