Domestic Field Trip Checklist

If the trip sponsor fails to complete all required actions by the deadline, the trip may be denied or need to be re-scheduled for a later date. This is a checklist for trip sponsors.

Day Trip and Local Trip (<50 Miles)

**PHASE 1 APPROVAL**

- Log in to Canvas with your DCPS LDAP credentials (the username and password you use for DCPS Outlook emails) to access useful documents at [https://dcps.instructure.com](https://dcps.instructure.com) (Courses > DCPS Portal > Student Support > Field Trips and Student Travels > “Directive & Guidance Docs” tab). Review carefully the following documents before getting started:
  - Field Trips and Student Travel Directive 310.7
  - Various guidance documents

- Develop a detailed itinerary, including the destination, departure date/time, travel schedule, and return date/time. By 70 days prior

- Make preliminary arrangements in advance with the site(s) to be visited. By 70 days prior

- Arrange for the required number of chaperones to accompany the group, including a Trained School Employee to administer medication, if necessary. By 70 days prior

- Discuss the plans for an upcoming field trip with the principal, business manager, DSL or MSL. Complete the following form accessible via Canvas and submit to principal for approval and signature:
  - Domestic Field Trip Application (Appendix I)
  [Note: Each school may have its own process for granting initial approval for Day Trip and Local Trip, but we highly recommend using the above form.]

- Obtain Phase 1 approval from the principal. By 50 days prior
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PHASE 2 APPROVAL

☐ Work with business manager, DSL or MSL to use the P-Card for transportation services and/or enter RQ(s), if using DCPS funds. 
[Note: If vendor needs a check cut, then the RQ(s) need to be entered 60 days prior to departure.]

☐ If a check needs to be cut for the vendor in advance of the trip departure, work with business manager, DSL or MSL to ask Accounts Payable for an expedited payment and “hold for pick up” for field trip related vendors (excluding transportation). This means the payment will be issued before the standard 30-day net term and the trip sponsor can come to the central office to pick up the check. This request should be submitted to the Accounts Payable Supervisor for DCPS, Mildred Almonte at Mildred.Almonte2@dc.gov. An alternative POC is Accounts Payable Supervisor for OSSE, Patricia Thomas at Patricia.Thomas2@dc.gov.

☐ Collect money for any required fares and admission fees, if not using DCPS funds.

☐ Obtain complete insurance information for lodging and commercial carriers, when appropriate.

☐ Provide the following information to parents/guardians or adult students:
  ☐ Detailed itinerary
  ☐ Purpose of the trip, including a description of activities in which students will be engaged during the trip
  ☐ Cost per student
  ☐ Type of transportation and name of carrier
  ☐ Copy of DCPS Student Discipline Regulations (see Title 5, Chapter B25 of DCMR), which explain the rules of student discipline and prohibited behaviors
  ☐ Names and phone numbers of chaperones in case of emergency
  ☐ Notification to parent of opportunity to participate in the trip as a chaperone, when applicable

☐ Submit the following form to the cafeteria manager in QuickBase:
  ☐ Field Trip Cafeteria Notification Form (Appendix IX)

☐ Collect Volunteer Clearance Letter from each chaperone volunteer.

☐ Complete the following forms and submit them for principal’s approval:
  ☐ Actual Field Trip Costs Form (Appendix III)
  ☐ Student Roster Form (Appendix IV)
  ☐ Field Trip Permission Forms (Appendix VI)
  ☐ Chaperone Roster Form (Appendix V)
Domestic Field Trip Checklist

☐ Chaperone Agreement Forms (Appendix VIII)
☐ Volunteer Clearance Letters – this letter is generated by HR once volunteer receives clearance
☐ Charter Bus Insurance Form

☐ Obtain Phase 2 approval/final clearance for departure from the principal. By 5 days prior

☐ Work with the school nurse, starting as soon as possible, but no later than 3 weeks in advance, to obtain the following for each student with medical needs if the parent/caregiver is not participating in the trip:
  ☐ Medication Plan (Medication and Treatment Authorization Form, Asthma Action Plan, Anaphylaxis Action Plan, etc., as applicable)
  ☐ Medication Record
  ☐ Medication sufficient for the duration of the trip

☐ Submit provisions for students who will not be participating, including class coverage and assigned work, to principal. By 3 days prior

☐ Carry copies of completed Field Trip Permission Forms (Appendix VI) and medication information in the event that medical treatment of a student is required and parent is unavailable to approve such treatment. During the trip

☐ Ensure that each student is carrying proper identification in the event he or she is separated from the group. During the trip

☐ Remain with student(s) until each student has been picked up by a parent/guardian or responsible party unless prior alternate arrangements have been made. During the trip

☐ Take with you a student roster and/or a daily attendance sheet to mark off which students took the meal that day. After the trip, submit the marked-up student roster along with the cold-holding bags to the cafeteria manager. During the trip
Domestic Field Trip Checklist

Overnight Trip or Non-Local Trip (>50 Miles)

**PHASE 1 APPROVAL**

☐ Log in to Canvas with your DCPS LDAP credentials (the username and password you use for DCPS Outlook emails) to access useful documents at https://dcps.instructure.com (Courses > DCPS Portal > Student Support > Field Trips and Student Travels > “Directive & Guidance Docs” tab). Review carefully the following documents before getting started:
  ☐ Field Trips and Student Travel Directive 310.7
  ☐ Various guidance documents

☐ Develop a detailed itinerary, including the destination, departure date/time, travel schedule, and return date/time. By 100 days prior

☐ Make preliminary arrangements in advance with the site(s) to be visited. By 100 days prior

☐ Arrange for the required number of chaperones to accompany the group, including a Trained School Employee to administer medication, if necessary. By 100 days prior

☐ Discuss the plans for an upcoming field trip with the principal, business manager, DSL or MSL. Complete the following form accessible via Canvas and submit to principal for approval and signature:
  ☐ Domestic Field Trip Application (Appendix I) By 90 days prior

☐ Upload principal-signed Domestic Field Trip Application online as well as answer a few pertinent questions via Canvas at https://dcps.instructure.com (Courses > DCPS Portal > Student Support > Field Trips and Student Travels > “Phase One Approval” tab > Under “Online Submission Forms for Phase 1 Approval”) for instructional superintendent’s approval and signature. By 80 days prior

☐ Obtain Phase 1 approval from the instructional superintendent through the cluster assistant. By 70 days prior
### Domestic Field Trip Checklist

#### PHASE 2 APPROVAL

<table>
<thead>
<tr>
<th>Task</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>☐ Work with business manager, DSL or MSL to enter RQ(s), if using DCPS funds.</td>
<td>By 60 days prior</td>
</tr>
<tr>
<td>[Note: If the amount for RQ is greater than $10,000, then the RQ should be entered by 90 days prior to trip departure.]</td>
<td></td>
</tr>
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<td>☐ If a check needs to be cut for the vendor in advance of the trip departure, work with business manager, DSL or MSL to ask Accounts Payable for an expedited payment and “hold for pick up” for field trip related vendors (excluding transportation). This means the payment will be issued before the standard 30-day net term and the trip sponsor can come to the central office to pick up the check. This request should be submitted to the Accounts Payable Supervisor for DCPS, Mildred Almonte at <a href="mailto:Mildred.Almonte2@dc.gov">Mildred.Almonte2@dc.gov</a>. An alternative POC is Accounts Payable Supervisor for OSSE, Patricia Thomas at <a href="mailto:Patricia.Thomas2@dc.gov">Patricia.Thomas2@dc.gov</a>.</td>
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<td>☐ Type of transportation and name of carrier</td>
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<td>☐ Description and address of hotel accommodations</td>
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<td>☐ Names and phone numbers of chaperones in case of emergency</td>
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<td>☐ Submit the following form to the cafeteria manager in QuickBase:</td>
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<td>☐ Collect Volunteer Clearance Letters from each chaperone volunteer.</td>
<td>By 10 days prior</td>
</tr>
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<td>☐ Complete and submit the following forms to the principal who will check for completion. These forms are kept at the school level:</td>
<td>By 10 days prior</td>
</tr>
<tr>
<td>☐ Field Trip Permission Forms (Appendix VI)</td>
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<tr>
<td>☐ Student Agreement Form (Appendix VII)</td>
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- Chaperone Agreements Forms (Appendix VIII)
- Volunteer Clearance Letters – this letter is generated by HR once volunteer receives clearance
- Charter Bus Insurance Form
- Hotel Reservation
- Hotel Insurance Form

- Complete the following forms and upload them via Google Drive folder that the cluster assistant shares with you for instructional superintendent’s review:
  - Actual Field Trip Costs Form (Appendix III)
  - Student Roster Form (Appendix IV)
  - Chaperone Roster Form (Appendix V)

- Obtain Phase 2 approval/final clearance for departure from the instructional superintendent through cluster assistant.

- Work with the school nurse, starting as soon as possible, but no later than 3 weeks in advance, to obtain the following for each student with medical needs if the parent/caregiver is not participating in the trip:
  - Medication Plan (Medication and Treatment Authorization Form, Asthma Action Plan, Anaphylaxis Action Plan, etc., as applicable)
  - Medication Record
  - Medication sufficient for the duration of the trip

- Submit provisions for students who will not be participating, including class coverage and assigned work, to principal.

- Carry copies of completed Field Trip Permission Forms (Appendix VI) and medication information in the event that medical treatment of a student is required and parent is unavailable to approve such treatment.

- Ensure that each student is carrying proper identification in the event he or she is separated from the group.

- Remain with student(s) until each student has been picked up by a parent/guardian or responsible party unless prior alternate arrangements have been made.