

NEVADA JOINT UNION HIGH SCHOOL DISTRICT CHECKLIST FOR FIELD TRIPS

REMEMBER: *You must submit the packet for your field trip three (3) weeks prior to the event.*

- **Request for Field Trip Form**
 - (Must be signed by Principal/Designee)
 - (If over 150 miles one way, overnight, or out-of-state must be signed by Superintendent/Designee)
 - (If out of country, must go to Governing Board).

- **Activity Itinerary** (*detailed*) with line of communication and responsibility in case of emergency. To be submitted with request form.

- **Student Activity Roster** with every student (listed alphabetically) participating in field trip.

- **Names of chaperones** participating on field trip with completed chaperone contract(s). Adhere to gender appropriate chaperone-to-student ratio guidelines. Must have at least one district employee.

- **Method of Transportation.**
 - (i.e. school bus, rental car, private vehicle)
 - Request for Transportation
 - Request for Rental Vehicle
 - Drivers Certification Statement (private vehicles)
 - Staff members driving student in district vehicles or rental cars must be on the DMV Pull Notice List.

ALL STUDENTS MUST HAVE COMPLETED:

- **Parent Permission, Zero Tolerance and Medical Form** for every field trip.

All of the above forms can be obtained in the Principal's Office.