\_\_\_\_ **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)