



LARGO HIGH SCHOOL FIELD TRIP CHECK LIST



All items must be completed by the teacher in charge of field trip, and then ALL steps must be initialed and dated by the underlined person. Return completed form to School's Secretary **DAY OF FIELD TRIP, BEFORE DEPARTING.**

 / **STEP ONE** **(AT LEAST 3 WEEKS IN ADVANCE OF TRIP)**
APA Complete an Activity Request Form from Mr. Marina. Return form to the Book for approval & obtain the FIELD
signature/date TRIP PACKET. If trip is not on the County Approved List, get a Request for Trip Not on Approved List Form,
available from Mr. Marina. Make sure to get preapproval on the Parent Letter from the Principal.

 / **STEP TWO**
Bookkeeper Before setting fees for the field trip, take completed Activity Request Form copy and the LHS Bus
signature/date Form (if school buses will be used) to the Bookkeeper. With the Bookkeeper, complete purchase order
for tickets and/or purchase order for other transportation. If you are using Coach busing, get a quote first.
Complete a purchase requisition and include the quote with it; turn into the Bookkeeper.

 / **STEP THREE**
Bookkeeper Before any monies are received, retrieve and sign out a SIGNATURE SHEET for collections of fees/monies
signature/date from Bookkeeper. Form must be signed by the student (in pen) turning in the money and SIGNATURE SHEET is
to be turned into Bookkeeper daily.

 / **STEP FOUR**
Give a copy of the LHS Parent Letter, with your field trip information, to each of the following:
 / APA signature/date
 / Front office Clerk signature/date
 / Schools Secretary signature/date

 / **STEP FIVE**
Teacher Pass out a copy of the LHS Parent Letter & Field Trip/Activities Permission Form to students. Have a due date
signature/date on the letter for forms to be returned to you. *All parents attending, MUST be pre-approved volunteers.

 / **STEP SIX (AT LEAST 2 WEEKS IN ADVANCE OF TRIP)**
Food Svcs. Mgr. A) Give the Cafeteria Notice Form to the Food Services Manager.
signature/date
 / B) Verify ALL chaperones are approved (one chaperone per 10 students) with Volunteer Coordinator.
Vol. Coord.
signature/date

 / **STEP SEVEN** **(AT LEAST 3 DAYS IN ADVANCE OF TRIP)**
Teacher Give a list of all students going & staying on the Field trip – include the 'staying back' students coverage
signature/date and location information for all periods—to the each of the following:
 / APA signature/date
 / Front Office Clerk signature/date
 / School's Secretary signature/date Brenda (attendance)

 / **STEP EIGHT** **(1 DAY IN ADVANCE OF TRIP)**
Nurse or front Pick up any medications and medication disburse record form needed by students on field trip
Office
clerk sign./date

 / **STEP NINE** **(DAY OF TRIP)**
Teacher A) Place all permissions slips in 3-ring binder to take on field trip
signature/date B) Send list of students (going, staying and absent) school-wide before leaving on trip, including SRO
C) Student leaving early; the parent must go to LHS-show ID-sign out student-receive a PTL (permission to leave)
and bring that back to the field trip coordinator/teacher, before the student can leave the approved field trip

AFTER FIELD TRIP – ALL PERMISSIONS SLIPS ARE TO BE TURNED INTO FRONT OFFICE CLERK