

Minford Middle School Field Trip Check Sheet

1. Place going _____
2. Date of field trip _____
3. Contact person _____
4. Contact teacher _____
5. Superintendent permission form _____
6. Field trip permission forms _____
7. Emergency medical forms _____
8. Time leaving _____ Time returning _____
9. Teachers going _____
10. Number of substitutes needed and teacher assignment _____
11. Duties needing covered _____
12. How many buses _____ Contact bus garage _____
13. Bus drivers _____
14. Student group and bus assignments _____
15. Number of pre-assigned student groups needed _____
16. Lunch ___sack ___ provided ___ money needed
17. Extra spending money needed _____
18. Professional forms for teachers going needed ___ yes ___ no