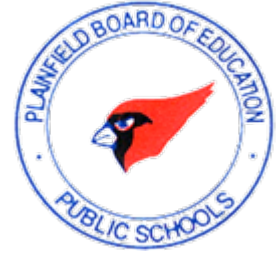


Office of Educational Services

Field Trip Agenda Item Check List



Trip information:

- School Name
- Item has a Title
- Destination is clearly stated
- Population attending is clearly stated
- Trip Date(s)
- # of students
- # of chaperones
- Departure Time
- Return Time
- Trip Organizer
- Contact Information
- Summary of what student will be exposed to
- Core Curriculum Content Standard(s) that is being met

Funding Information:

- Cost per Student
- Cost per Chaperone
- Funding source: Transportation Provider
- Number of Buses/Cost per bus:
- Transportation Funding Source
- Account number(s)

Supporting Documentation:

- Rationale Form
- Lesson Plans
- Fieldtrip Request Form
- Supporting Documentation, i.e. - *brochure, price quote, flyer, invitation*