

Trip Sponsor Checklist

By submitting the online trip request, you are confirming that you will comply with all the requirements listed below:

- Complete Public School Works Training “Student Travel Guidelines”.
- Complete online trip request.
- Follow all board policies, including
 - JJH- Student Travel
 - IJOA, IJOA-R, IJOA-E- Field Trips
 - IJOC, IJOC-E- School Volunteers
 - EEAG, EEAG-R, EEAG-E- Student Transportation in Private Vehicles
 - DJB, DJB-R -Federal Procurement
- Follow all procedures and regulations of the Finance Department for fundraising, purchasing, and reimbursements.
- If using a Tour Company, get the company’s certificate of insurance and send that to Risk Management.
- If renting cars, purchase the liability and physical damage insurance coverage offered by the rental agency.
- If using drivers of private vehicles for transportation, get waivers from Risk Management for the drivers and for the students, and collect the signed copies from all parties.
- Ensure adequate supervision of students, complying with the minimum ratios on the Chaperone Ratio chart.
- Ensure any Volunteer Chaperones who are not District employees remain in line of sight of a staff member.
- Ensure that you have adults who are delegated to administer medication, and CPR/First Aid certified on the trip.
- Review the list of High-Risk Activities and exclude those from the itinerary; work with Risk Management to obtain additional waivers for the allowed higher risk activities.
- Collect all necessary paperwork:
 - Signed Acknowledgement of Risk and Hold Harmless Agreements
 - Copies of health insurance cards, or signed health insurance waivers
 - Emergency contact numbers for all trip attendees
 - Signed Volunteer Chaperone Agreements for any adult chaperones not from your school
 - Signed Code of Conduct agreements for all students
 - Permission to Medicate forms for students with health conditions
 - Any additional waivers for higher risk activities (e.g. swimming in the hotel pool, attending an amusement park, etc.)
- If any students are injured on the trip, contact the parent and the principal. When you have returned from the trip, complete a Student Injury Report and submit it to Risk Management and the District Nurse.
- If any employee is injured on the trip, notify the principal and Risk Management. Complete an Employee Injury Report promptly upon return from the trip.