## Form A
**FIELD TRIP CHECKLIST- REQUIRED ATTACHMENTS (FTC)**

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<tr>
<th>Campus Name:</th>
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### Field Trip Proposal Form
- [ ] Completed Field Trip Proposal [FORM B]

### Chaperone Statement Acknowledging Responsibilities & Duties [Form D]
- Chaperone count must uphold the 10:1 Student to Chaperone Ratio
- Form is to be completed by both faculty and non-staff volunteers serving as chaperone
- Review forms to secure that the chaperone type and chaperone’s cell number is provided
- Chaperone forms must coincide with the count of faculty and non-staff chaperone volunteers provided on the FTP form
  (Revisions will be accepted, additional forms must be submitted two instructional days prior to trip date)

### Fundraiser Permission and Financial Recap Form (Applicable, if funds are being raised for Field Trip)
- [ ]

### Transportation
- [ ] Charter Bus/Van Rental
  - PI-C, Invoice/Quote, & Financial/Analysis Report (Must reference CIP & Line Code if Grant Funded)
- [ ] Spring ISD Transportation
  - Printout of bus request
    (Must reference Campus Action Plan & Line Coded if Grant Funded)
- [ ] Staff-Provided
  - Copy of Driver's License & Insurance Card
    (Applies to van rental or personal vehicle)
- [ ] Parent-Provided
  - Copy of Driver’s License & Insurance Card

### Title I/Grant Managed Field Trip Requests *(See Revised Process for Approving Title I Field Experiences)*
- [ ] Provide copy of lesson plan with referenced TEKS objectives
- [ ] Must reference CIP & Title I/Grant Line Code

### Itinerary [FORM C]
- [ ] Schedule of activities

### List of Student Names & Emergency Contact Numbers [FORM F]
- [ ] Student list must coincide with the student count on the FTP
  (Revisions will be accepted, revised student list must be submitted two instructional days prior to trip date)

### Night Shift Schedule
- [ ] Applicable for overnight field trips

### Parent/Guardian Approval Release Forms [FORM E]
- [ ] Provide copy of one English/Spanish form completed in its entirety
  (Must have parent signature)

### Parent Meeting (Mandatory for overnight In-County/Out-of-County, Out-of State, or Out-of Country field trips)
- [ ] Sign-in Sheets
- [ ] Agenda

**Note:**
- When submitting FTPs for approval please adhere to the number of days allotted;
  - 15 Days prior to trip date for In-County Trips or Out-of-County Trips
  - 15 Days prior to trip date for In-County or Out-of-County Overnight Trips within Texas
  - 30 Days prior to trip date for Out-of-State Trips
  - 45 Days prior to trip date for Out-of-Country Trips
- Non-UIL competitions must include a complete FTP
- It’s prohibited to charge/collect fees from students for educational field trips per policy [See FP (LEGAL)]
- Field Trip Coordinators must ensure their campus is in compliance with FMG (LOCAL) & FMG (REGULATION)
- When rescheduling a previously approved field trip, complete a new FTP and attach the initial signed/approved FTP form
- Cancellation/changes to school buses notify Spring ISD Transportation, or for charter busses contact vendor