



B. Students and Staff

1. Which students, (grade, class, or organization), will be going?
2. How many students in total?
3. How many students are currently experiencing academic problems?
4. Which staff member will be in charge?
5. What previous experience has the staff member had in conducting overnight or extended field trips?
6. What other staff members will be going?
7. How many chaperones, in addition to staff members, will be going?
8. What are their names and affiliations with the students?
9. How many school days will be missed?
10. How will teachers be advised in advance that the students will be out of school?

C. School Work

1. How will missed work be made up?
2. What special assistance will be provided students with academic problems?

D. Itinerary

1. What is the destination?
2. What will be the mode of transportation? What liability insurance does the carrier have?
3. Where will the group be housed and fed?
4. What enroute or supplementary activities are planned?
5. What arrangements have been made for dealing with emergency situations?
6. What arrangements have been made for administering necessary medications to students while on this trip?
7. If tour guides are involved, what liability insurance do they carry?



