

FIELD TRIP DAY-OF CHECKLIST

TASKS PRE-DEPARTURE	PERSON RESPONSIBLE	COMPLETE
Have participants' prescription medications and medical information (on paper or a thumb drive) in a secure but accessible location. Include staff medical information.		
Review safety expectations and Code of Conduct with participants.		
Provide a list of contacts (parent phone numbers) to field trip leaders.		
Leave a list of youth and staff participants with a staff member not attending the field trip.		
Bring the "Grab & Go Bag" that has essentials, such as sunscreen, nametags, garbage bags, first aid kit, etc.		
All staff members should carry a copy of the Youth Program Emergency Preparedness Plan that includes communication plans and procedures for calling 911. Share the location of the Emergency Action Plan with students.		
Do a roll call before departure and at all major transitions.		
Organize a "buddy system" with youth participants.		
Pack meals: ensure dietary restrictions and allergies are addressed.		
TASKS DURING TRANSPORT	PERSON RESPONSIBLE	COMPLETE
Review the program's Youth Participant Transportation Procedures.		
Do a roll call once on-board the vehicle.		
In a vehicle with seat belts, ensure youth under 8 years old or 4' 9" tall are restrained in a child restraint system and youth over 8 years old or 4' 9" tall are restrained in a seat belt.		
TASKS UPON ARRIVAL	PERSON RESPONSIBLE	COMPLETE
Assign a designated meet up location at the field trip destination that is communicated to all the students in case they get separated.		
Conduct a roll call upon arrival and at major transitions		
Maintain proper staff-to-participant ratios at all times. Ensure two adults are present during all interactions with youth participants. Make another adult aware prior to an unavoidable one-on-one event.		
Plan group bathroom breaks for specific times or assign a staff member to bring smaller groups to the bathroom throughout the activity.		
Find a secure location to store meals and personal belongings, but always keep the grab & go bag on your person.		