



**DONNA**  
INDEPENDENT SCHOOL DISTRICT

## OVERNIGHT FIELD TRIP CHECKLIST

Please attach all documents listed to the Overnight Field Trip form.

**Principals and Supervisors:** Please do not sign the form or forward until all items are attached to the form and checked off on this list.

All overnight field trips are approved through the following approval process:

- 1) Campus Administration
- 2) Superintendent
- 3) Out of State - Board of Trustees

**Overnight Field trips must be received in the Superintendent's Office 30 days prior to the Field Trip Date. If they are out of state, 90 days' prior approval will be required.**

	<b>DISD Travel Request Form</b>
	<b>DISD Funding Form</b>
	<b>DISD Student Travel Authorization Form</b>
	<b>DISD Employee Travel Authorization Form</b>
	<b>Detailed Itinerary (include curfew time)</b>
	<b>Accommodation/s:</b> Name, address and telephone number of accommodations. Hotel contract if applicable and rooming assignments for all students and employees.
	<b>Transportation Information:</b> DISD School Bus, Commercial Bus, Rental Car, Airline, etc. (Any mode of transportation during the trip requires authorization (boat, special charter, etc.). Insurance information for charter companies should be submitted.
	<b>Competitions, tournaments, etc.:</b> The current Insurance Certification of the hosting organization, and competition/tournament location information if different than the accommodation.
	<b>Copies of all communications to parents.</b> <b><u>Sample Permission Slips/Package</u> – with the trip information filled out on all pages:</b> <ul style="list-style-type: none"> <li>→ Permission Slip – “Field Trip Information/Rules”</li> <li>→ Permission Slip – “Dear Parents/Guardians”</li> <li>→ Overnight Field Trip Medication Procedures form</li> <li>→ Emergency Authorization</li> <li>→ Release, Hold Harmless and Indemnification Agreement</li> </ul>
	<b>Advisor:</b> Name, daytime telephone number, and District Location of the Advisor organizing the Overnight Field Trip, address of Advisor if not a District employee.
	<b>List of Chaperones &amp; Signed Chaperone Responsibility Form(s)</b> – Names, position in district, or indicate other relationships such as “Parent”.

Principal: \_\_\_\_\_

Dated: \_\_\_\_\_