

# Trip Check List

Sponsor: \_\_\_\_\_  
 Date(s) of Trip: \_\_\_\_\_  
 Trip destination: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_

*The following list assists the sponsoring staff member through the trip process.*

| <b>DATE DONE</b> | <b>STEP 1: INITIAL PLANNING (10 MONTHS BEFORE TRIP)</b><br>(see “Sponsored Trip – Preliminary Approval Form”)   |
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|                  | Determine and document the benefit of the trip (educational, spiritual, formational)  |
|                  | Determine the purposes/goals of the trip  |
|                  | Develop a description of all activities; include transportation, housing, and eating plans; list unusual aspects of the trip; include all related brochures   |
|                  | Estimate the planned number and ages of participants and chaperones needed  |
|                  | Work on obtaining passports & visa.   |
|                  | Determine proposed costs and funding  |
|                  | Develop a preliminary itinerary of activities   |
|                  | Identify if the trip has special hazards, including on/in/near water, in remote locations/ Hiking, involving animals, and/or outdoor education; avoid high-risk activities  |
|                  | Check with personal physicians to schedule needed injections  |
|                  | Child Protection Decree – followed for Trip Leaders and Chaperones  |
|                  | Review trip plan with supervisor/pastor/principal   |
|                  | Secure supervisor/principal/pastor’s preliminary approval to conduct the trip, and to conduct fundraising if applicable   |
|                  | Receive preliminary approval  |
|                  | Review procedure for fundraising, and develop a plan including fundraising activities, a plan for assisting the participants who are unable to pay their own expenses, and a method for return funds if not used for the trip |
|                  |   |
|                  | <b>STEP 2: DETAILED PLANNING (2-4 MONTHS BEFORE TRIP)</b>   |
|                  | Contact place(s) being visited to make preliminary arrangements (if needed)   |
|                  | Evaluate the trip site for potential hazards, special requirements of location and activity, and accommodations   |
|                  | Review all contracts and insurance requirements; ensure insurance for out of country trips (the supervisor/pastor reviews and signs any contracts for all forms)  |
|                  | Arrange for transportation:<br><input type="checkbox"/> If bus or van<br><input type="checkbox"/> If other, check with risk manager/safety officer for guidelines   |
|                  | Arrange for housing and assess suitability of housing (if overnight stay); consider same gender sleeping needs. If host homes, obtain safe environment documents.   |
|                  | Arrange for food services (if needed)   |
|                  | Develop a detailed itinerary  |
|                  | Tip leader research and notate hospital, clinic, doctor and police location in the area of the trip   |
|                  | Is a security guard needed to accompany the group   |

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|  | Identify risks associated with the trip                          |
|  | Address unusual aspects of trip with risk manager/safety officer |
|  | Trip leader secure copies of participants passports              |
|  | Determine adult supervision needed and arrange for chaperones:   |

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|  | <input type="checkbox"/> Ensure adequate number based on the type of activities planned and the age of the students for developmental appropriateness; ratio approved by administrator<br><input type="checkbox"/> Ensure qualified for special needs (first aid trained, lifeguard, etc.)<br><input type="checkbox"/> Ensure criminally screened/background checks<br><input type="checkbox"/> Ensure they received chaperone guidelines<br><input type="checkbox"/> Ensure sign Code of Conduct |
|  | Arrange for needed equipment and supplies, including emergency equipment  |
|  | Arrange for distribution of special medications on the trip (trained staff and secured medications)   |
|  | Assemble parent information/permission packet: <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter home to parents</li> <li><input type="checkbox"/> Detailed itinerary of activities</li> <li><input type="checkbox"/> Permission forms (informed consent, emergency treatment, medical conditions)</li> <li><input type="checkbox"/> List of things participants can and cannot bring, appropriate dress</li> </ul>  |
|  | Obtain final approval   |
|  | Arrange an informational meeting for parents (for overnight, out of area, or out of country trips)  |
|  |   |
|  | <b>STEP 3: FINAL ARRANGEMENTS (2 WEEKS BEFORE TRIP)</b>   |
|  | Provide trip information to parents including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter home to parents</li> <li><input type="checkbox"/> Detailed itinerary of activities</li> <li><input type="checkbox"/> Permission forms (informed consent, emergency treatment, medical conditions)</li> <li><input type="checkbox"/> List of things participants can and cannot bring, appropriate dress</li> </ul>  |
|  | Provide orientation for chaperones, and ensure adequate supervision will be available   |
|  | Confirm there is adequate adult supervision for the trip; check the number and types of   |
|  | Confirm transportation  |
|  | Confirm housing (if needed)   |
|  | Confirm food services (if needed)   |
|  | Confirm arrangements with place(s) to be visited (if needed)  |
|  | Confirm availability of needed equipment and supplies   |
|  | Confirm arrangements for special medications  |
|  |   |
|  | <b>STEP 4: FINAL CHECKS (DAY OF TRIP)</b>   |
|  | Check attendance  |
|  | Ensure adequate transportation  |
|  | Ensure parental permission is obtained and emergency information is available:  |

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|  | <p>Review behavior and safety standards with participants and chaperones before departure, including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reinforce rules and expectations</li> <li><input type="checkbox"/> The system of accounting for participants and the use of the buddy system</li> <li><input type="checkbox"/> Review emergency procedures (for injury, accident, or inappropriate activity)</li> <li><input type="checkbox"/> Explain what to do if a participant gets separated or lost from group</li> </ul> |
|  | Check emergency supplies and essential items for the trip   |
|  | If special equipment or clothing is needed for each participant, ensure that it is provided   |
|  | Get medication for participants from the parent/guardian and ensure medications are secured   |
|  | Make sure that staff/chaperones on the trip have a 24 hour phone number for administrators, and the parish/diocesan office/administrator has (cell) phone number of staff on the trip   |
|  |   |
|  | <b>STEP 5: AFTER TRIP EVALUATION</b>  |
|  | After the trip, evaluate trip procedures and the activities involved to ensure trips in the future are safe   |
|  | Provide spiritual reflection on the experience. Share learnings and how to build solidarity.  |