

Trip Check List

Sponsor: _____
 Date(s) of Trip: _____
 Trip destination: _____
 Contact Person: _____

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

DATE DONE	STEP 1: INITIAL PLANNING (10 MONTHS BEFORE TRIP) (see “Sponsored Trip – Preliminary Approval Form”)
	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
	STEP 2: DETAILED PLANNING (2-4 MONTHS BEFORE TRIP)
	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: <input type="checkbox"/> If bus or van <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

	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:

	<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 <input type="checkbox"/> Ensure qualified for special needs (first aid trained, lifeguard, etc.) <input type="checkbox"/> Ensure criminally screened/background checks <input type="checkbox"/> Ensure they received chaperone guidelines <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"> <input type="checkbox"/> Letter home to parents <input type="checkbox"/> Detailed itinerary of activities <input type="checkbox"/> Permission forms (informed consent, emergency treatment, medical conditions) <input type="checkbox"/> List of things participants can and cannot bring, appropriate dress
	Obtain final approval
	Arrange an informational meeting for parents (for overnight, out of area, or out of country trips)
	STEP 3: FINAL ARRANGEMENTS (2 WEEKS BEFORE TRIP)
	Provide trip information to parents including: <ul style="list-style-type: none"> <input type="checkbox"/> Letter home to parents <input type="checkbox"/> Detailed itinerary of activities <input type="checkbox"/> Permission forms (informed consent, emergency treatment, medical conditions) <input type="checkbox"/> List of things participants can and cannot bring, appropriate dress
	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
	STEP 4: FINAL CHECKS (DAY OF TRIP)
	Check attendance
	Ensure adequate transportation
	Ensure parental permission is obtained and emergency information is available:

	<p>Review behavior and safety standards with participants and chaperones before departure, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reinforce rules and expectations <input type="checkbox"/> The system of accounting for participants and the use of the buddy system <input type="checkbox"/> Review emergency procedures (for injury, accident, or inappropriate activity) <input type="checkbox"/> Explain what to do if a participant gets separated or lost from group
	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
	STEP 5: AFTER TRIP EVALUATION
	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.