

## Instructions for FIELD TRIPS

### **AFTER GETTING APPROVAL FROM THE HEAD OF SCHOOL:**

#### **4 WEEKS prior to Field Trip Checklist:**

- Email [Clinic@stjca.org](mailto:Clinic@stjca.org) to secure a nurse for the date of field trip. If a student needs medication on a field trip you **MUST** have a nurse with you.
- Reserve buses with Amber Blackburn [PurchasingFI@stjca.org](mailto:PurchasingFI@stjca.org) **before** the event is confirmed with attendees. (i.e first grade, Grad Bash, etc.)
- Fill out [25-26 My School Bucks form](#)

Email [Dina.Sakowski@stjca.org](mailto:Dina.Sakowski@stjca.org) if you have My School Bucks Questions or need reports.

- Email [Leandra.Cramer@stjca.org](mailto:Leandra.Cramer@stjca.org) regarding lunches
- Email [Sarah.Perez@stjca.org](mailto:Sarah.Perez@stjca.org) to put on school calendar after all steps above are complete.

#### **3 WEEKS prior to Field Trip Checklist:**

- Send the Chaperone List to [Amber.Norton@stjca.org](mailto:Amber.Norton@stjca.org) to confirm they are Level 2 cleared.

#### **2 WEEKS prior to Field Trip Checklist:**

- Email [Amber.Norton@stjca.org](mailto:Amber.Norton@stjca.org), so that she can prepare chaperone badges.
- Request a check for payment from [PurchasingFI@stjca.org](mailto:PurchasingFI@stjca.org) Amber Blackburn giving at least 1 week to obtain the check.

#### **DAY of Field Trip Checklist:**

- Email: [Stephanie.Rogish@stjca.org](mailto:Stephanie.Rogish@stjca.org) for any parking questions.
- Day of field trip attendance **MUST** be taken before leaving campus and confirmed that [Amber.Norton@stjca.org](mailto:Amber.Norton@stjca.org) has received. A list of any scholars **NOT** returning to campus **MUST** be provided to Amber Norton at least 1 hour before dismissal.
- Notify Stephanie Rogish if your departure/ arrival will affect car line at any capacity.