

## **Checklist For Out of Building Faculty/Student Activity**

- Pick up Field Trip/Out of Building Packet from the Main Office File cabinet.
- **COMPLETE PROPOSAL FOR OUT OF BUILDING ACTIVITY FORM, and THE STUDENT PERMISSION SLIP (in packet), and return it to Mayra Jares to initiate process.**
  - a. **An OUT OF BUILDING REQUEST FORM must also be completed & returned to Mrs. Yvonne Schuck upon approval of outing. Every faculty member attending the outing needs to submit this form. The organizing faculty member is required to attend the event with the participating students.**
- If the event is approved, the Director of Student Activities will return the signed copy to you. Copies of the forms will be forwarded to the Attendance office.
- A **MEDICAL RELEASE FORM (in packet)** is required for all events that extend beyond normal school hours. If the student's **EMERGENCY FORM** cannot be accessed in the Attendance Office during the event, you need to have the **MEDICAL RELEASE FORM**.
- All drivers of students on the event must be 21 years of age or older. Students **MAY NOT** drive other students. If parent drivers are being used, a **VOLUNTEER DRIVER INFORMATION SHEET (in packet)** must be completed and turned in along with the permission slips. If you plan to use the school buses, please contact Malinda Yesh at 313-303-5258 to schedule. The cost is \$10.00 per student.
- Check all forms for completeness, **front and back**. Teacher signatures are required if the student is absent from their class. **BE AWARE THAT INCOMPLETE FORMS WILL NOT BE VALID.** Verbal and handwritten permission slips will not be accepted. **NO EXCEPTIONS.**
- Collect, check, alphabetize and turn in all forms along with a roster of students attending to the Main Office **three days** before the event.
- All participant checks should be made payable to Divine Child High School. **Do not have checks made payable to a faculty/staff member.** All monies involved should be turned in to the Administrative Assistant, who will issue one check for payment of the trip. There should be no profit made on the event. Any residual monies should be evenly refunded to the participants.
- **On the day before the event**, submit a copy of your student roster to the Attendance Office.
- **On the day of the event**, update the Attendance Office with any changes to your student roster. **Every student must be accounted for.** If the outing is during school hours, you can leave the forms at school. If the trip extends beyond school hours, you need to have the forms with you, and give them to the Attendance office upon return. They must remain on file for one full calendar year.
- Notify the Main Office/Attendance office if there was an injury to a chaperone or student. Accident Forms must be completed and filed for all injuries.

**See the Director of Student Activities or the Main Office if you have questions regarding this procedure. Failure to comply with this checklist may result in the cancellation of your event.**

(08/26/14)