

# Halifax County Schools Field Trip Planning Process

All field trips must align with district goals and follow approval procedures for approval.

## Step 1: Plan & Prepare

- **Determine Trip Details** – Select destination, date, time, and educational objectives aligned with curriculum or career readiness.
- **Estimate Participants** – Number of students, teachers, and chaperones (**1:10 ratio**).
- **Identify Needs** – Special accommodations (accessibility, medical, dietary restrictions).
- **Bagged Lunches** - Notify the Child Nutrition Department regarding the need for bagged lunches if students will be off campus during the lunch period.
- **Budget & Funding** – Outline transportation, admission, meals, and funding sources
- **Submit Request in Travel Tracker** – Include all trip details and transportation needs. **(Do not collect money until approved).**

## Step 2: Submit for Approval

- Principal/designee submits a request via Travel Tracker. Trip must be approved by the Principal before Central Office review.
- Program Manager reviews for alignment with district goals and assigns a budget code.
- Superintendent's Office reviews & processes approval.
- Transportation Department must be notified if using district vehicles. Only approved drivers can operate district vehicles. **For overnight trips**, Board approval is **required** with funding details at least two weeks in advance.

## Step 3: Finalize Logistics

- Requests for school/ activity buses must be submitted one week in advance for in-state travel. If using a charter bus, choose from the district-approved list.
- Follow-up with the school-based Child Nutrition Manager to ensure preparation of bagged lunches for the day (if applicable)
- Develop a detailed itinerary to identify activities, stops (meals/ restrooms), lodging (if applicable), and contacts.
- Confirm **1:10 chaperone to student ratio**, roles, and contact info.
- Establish contingency plans and document emergency contacts.
- Obtain parent permission forms prior to the day of the trip.

## Step 4: Execute & Follow Up

- Communicate final plans with staff, students, and parents. Ensure all individuals are aware of trip expectations
- Follow itinerary to ensure safety, and maintain real-time communication.
- Gather feedback after the field trip and submit any required financial documents.