Activity Checklist

(This form is a helpful checklist only; it does not need to be turned into the office.)

Grade and theme:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of the activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consult with teachers about the activity/field trip.

Turn in the Activity Proposal form to the office ***2 weeks before the activity.***

On the Activity Proposal, include expenses that must be paid before the day of the event (e.g., buses, speaker fees). The office will make bus arrangements and pay the expenses. For speakers, the office will prepare a check and provide it to you.

Keep track of any out-of-pocket expenses, such as craft materials, supplies, etc. Turn in your receipts to the office, who will get you a reimbursement check.

Notify parents via Fast Direct or email ***before* *the activity*.**

For field trips:

* Buses ordered through Jo Wingbermuehle in the office
* Parent permission slips obtained (consult with teachers on process)
* Chaperones secured (consult with teachers on process)
* If cars used: copies of driver’s license & insurance; boosters if needed
* Take pictures!

Fill out all paperwork and file copies in the binder.

August 2016