





Club Field Trip/Travel Check List – REV 2.09

Careful planning is the key to success. Please use this Check List to help you plan your club travel, field trips and outings.

1. Communicate with the Student Activities Coordinator about your planned excursion/travel. The Coordinator can advise you about the appropriate forms, and assist you in your planning.

Please note:

-  All club field trips during or after school hours must be approved by activities coordinator. Notify coordinator of plans prior to field trip.
-  All travel – interisland, mainland and international – must be approved by administration team. Complete the Request for Travel form and submit to be considered for travel.

Once your field trip or travel has been approved,

2. Complete Exhibit A “Permission to Participate in Field Trip/Activity and Release” form. This is to be completed for excursions that occur after the normal school day and for excursion off island. It also applies to club activities that occur during the normal school day, but are off-campus. (Example: field trip during Activity Period to Aquarium) This form is to be filed with the student activities center.


Medical Precautions – The safety and well being of our students and staff is important. Having the proper medical information and medical supplies can help to increase the success of an activity.

3. Staff member to complete Exhibit G “Request for Medical Information and First Aid Kit for KS Field Trips/Activities”. This form along with the student roster is to be sent to Hale Ola.
4. Parent/Guardian is to complete Exhibit F, “Permission for Initiation of Medical Care and Release” form. Staff member is to take this documentation on the activity and file with the student activities center after the activity is completed.
5. In case of accident during the activity, Exhibit H, “Student Treatment” form must be completed as soon as possible. Report student and staff accidents and injury immediately to the school principal’s office (and notify the appropriate administrator traveling with the group.)

Do you need Parent Volunteers to safely complete your excursion?

6. Check with Student Activities Office for the “cleared” list of parent volunteers.
7. If the Parent is NOT on the “cleared” list, the parent may apply for clearance by completing the “Application to Volunteer for KS” form.

Please note:

 All parents MUST be cleared by KS to volunteer. Volunteers must complete the “Authorization to Conduct Criminal History Record Check and Statement of Understanding” AND provide a “Tuberculin Skin Test Certificate”. These forms need to be submitted to PAR (Parent and Alumni Relations). There is a two to three week lead time in clearing parents.

**Will your activity involve water related activities such as swimming, kayaking, etc.?
Communicate with the activities coordinator to assist you in planning your activity.**

8. For water related activities confer with the Aquatics Supervisor, Ben Nary, to verify the aquatics supervision for your activity.
9. After communication with Aquatics Supervisor, complete Exhibit I “KS Aquatics Activities Request” form and return to Aquatic Supervisor.
10. Submit Red Cross Lifeguard Certification of lifeguard on trip site to the Aquatics Supervisor.
11. Refer to Exhibit J, “Off Campus Water Related Activity Safety Checklist” and KS Policy (Students Activities 230C – Guidelines for Water Related Activities) for more information.
- 12. A water activities require special permission form, seeking approval from parents is necessary. (See attached).**
- 13. If there is the possibility that contact with Leptospirosis may occurs, a special permission form, seeking approval from parents is necessary. (see attached)**

How will you transport the students?

The preferred method of transportation is via a KS approved school vehicle. However, in some instances, this is not feasible. Please read the following scenarios and determine which best fits your activity needs.

14. **Transport by KS bus.** The KS bus may be reserved based upon availability. Complete the "Transportation Request" form. A minimum two week lead time is required. Maximum amount of riders is 55. Submit completed form to the Transportation Department. **Please note that there is a charge to use the KS bus.*

15. **Transport by KS mini-bus.** KS periodically offers CDL Training to operate a 14 person mini-bus for staff. Certified CDL drivers may reserve the mini-bus for activities. Staff may also request a KS driver to drive the mini-bus. Complete "Transportation Request" form and confirm with Transportation Department to reserve a mini-bus. **Please note that there is a charge to use the KS bus.*

16. **Transport in vehicle other than yellow school bus, (this includes motor coach bus, etc.)** staff may apply for a "transportation exemption". Complete Exhibit K, "HAIS Request For Exemption Form the Use of a School Vehicle to Transport Students on School Related Functions or Activities". Submit to school principal for approval. Once approved, KS CDL certified staff member may use KS mini-van. Additionally, the parents must sign Exhibit L, "HAIS Authorization and Release" form. To sign out the KMS mini-van, contact the principal's office. Contact the Student Activities office for availability of other KS mini-vans on campus.

17. **Parent transporting child to and or from activity.** A parent may transport his/her child to and from an event. Parent/Guardian must complete Exhibit B, "Permission for Alternative Transportation". Staff member is to file this document with student activities office.

Students who will leave the excursion early – Occasionally students will leave the excursion early or request to leave the group for a portion of the activity, and then return to the group.

18. Parent or Guardian must complete Exhibit C, "Permission to Leave the Group" form. The staff member is to take this documentation on the activity. At a pre-determined time and location, the student will meet the designated family member for release.

The staff member must complete Exhibit C at that time by requiring the family member to present a form of picture ID and acquire the signature of the family

acknowledging receipt of the student. Staff member is to file this as documentation.

Off island excursions or trips – Student travel, whether inter-island, domestic or international, broaden student perceptions and provide incredible opportunities for educational and personal growth.

Staff member is to confer with Activities Coordinator and Principal before planning an off island trip. Complete the Request for Travel form and submit to be considered for travel.

Parents/Guardians of students traveling must:

19. Complete Exhibit D, “Notice and Acknowledgment of KS’ Procedures Governing Student Behavior While traveling with KS Groups”. Staff member is to retain the bottom portion for records.
20. Complete Exhibit E, “Notice and Acknowledgment of KS’ Policy Governing Withdrawal of travel Endorsement”. Staff member is to retain the signatory portion for records.
21. Complete Exhibit A, D, E, F.
22. Complete any special permission forms if water related.



Questions! Contact the student activities center.