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| **A red letter on a white background  Description automatically generated** | **UNIVERSITY OF WISCONSIN-LA CROSSE (UWL)**  **YOUTH PROTECTION**  **FIELD TRIP PLANNING CHECKLIST** |

Always keep safety in mind when planning your field trip. Field trip activities should align with the program/activity educational goals and desired outcomes. Should an activity pose safety risks, determine if the field trip/activity is necessary to achieve your program goals and outcomes.

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| **TASK** | Person Responsible | Date Completed |
| **Permissions.** Review youth participant registration packets to confirm appropriate consent from parent/guardian to attend field trips. Obtain parent/guardian consent and store in a secure place. |  |  |
| **Medications.** Determine if any youth participants will need to take prescription medication or have emergency medications during the field trip. Create a plan to secure, travel with medications to field trip destinations, and distribute medications as needed. |  |  |
| **Rosters.** Provide Designated Individuals (DI) who will be supervising youth during the field trip with a roster of youth participants, emergency contact information, medical/health histories. The roster should travel with the DI to the field trip destination in the event of an emergency. |  |  |
| **Field Trip Essentials.** Prepare field trip essentials items such as sunscreen, nametags, garbage bags, first aid kit, etc. |  |  |
| **Supervision Standards/Ratios.** Plan accordingly to maintain proper supervision standards (Adult:Minor ratios) at all times. A minimum of two supervising adults are required for all field trips. |  |  |
| **Meals/Snacks.** Determine if it will be necessary to pack a meal or snack for the youth participants based on the time of day. Food should be served/available in flexible intervals, but no youth should go without nourishment for longer than 3 hours.   |  |  | | --- | --- | | **Meals and Snack Recommendations for Youth** | | | Time Youth are Present | Number of Meals & Snack | | 2 ½ to 4 hours | 1 snack | | 4 to 8 hours | 1 snack and 1 meal | | 8 to 10 hours | 1 or 2 snacks and 2 meals | | 10 hours or more | 2 or 3 meals and 2 or 3 snacks | |  |  |
| **Itinerary.** Create a day-of checklist for your program activities and provide copies to your program staff. |  |  |
| **Travel/Transportation.** Create a procedure for traveling and use of transportation (walking field trip, 80 bus route, chartered bus, etc.). Share transportation procedures with program staff. |  |  |
| **TASKS PRE-DEPARTURE** | Person Responsible | Complete |
| **Rosters.** Provide a roster of youth participants, emergency contact information, medical/health histories. The roster should travel with the DI to the field trip destination in the event of an emergency. In addition, leave a list of youth and staff participants with a staff member who is not attending the field trip. |  |  |
| **Medications.** Gather youth participants prescription medication and emergency medications needed during the field trip. Secure medication (i.e., backpack with luggage lock, lockable file box, etc.). |  |  |
| **Behavioral Expectations**. Reviewed safety expectations and Code of Conduct with youth participants prior to departure. Review agenda for the trip and what youth can expect. |  |  |
| **Field Trip Essentials.** Prepare essential items necessary for the field trip such as sunscreen, nametags, garbage bags, first aid kit, etc. |  |  |
| **Emergency Preparedness.** All staff members should be prepared in the event of an emergency on the field trip including procedures for calling 911. |  |  |
| **Tracking.** Conduct a roll call and reconcile roster with youth present at all major transitions. |  |  |
| **Meals/Snacks.** Pack meals and snacks as needed for the duration of the field trip. |  |  |
| **TASKS DURING TRANSPORT** | Person Responsible | Complete |
| **Tracking.** Conduct a roll call once on-board the vehicle. |  |  |
| **Transportation Procedures.** Review transportation procedures with youth participants. In vehicles with seat belts, confirm youth are restrained in seat belts appropriately. |  |  |
| **TASKS UPON ARRIVAL** | Person Responsible | Complete |
| **Designated Meeting Location.** Assign and communicate a designated meeting location at the field trip destination in case they get separated. |  |  |
| **Tracking.** Conduct a role call upon arrival and at all major transitions. |  |  |
| **Supervision Standards/Ratios.** Maintain supervision standards (Adult:Minor ratios) at all times. |  |  |
| **Bathroom Breaks.** Plan group bathroom breaks to allow adequate supervision, being mindful of spaces that are open to the public. |  |  |
| **Field Trip Essentials, Meals/Snacks.** Secure meals/snacks and personal belongings, keep field trip essentials including a first aid kit on your person. |  |  |