OES OVERNIGHT TRIP FORM

(Note: June 2010)

Trip title: ___________________________
Trip dates: __________________________

Note to trip leaders: Please submit two copies of this completed form and all supporting documents to your Division Head one week before the trip. Keep a copy for yourself to take along.

CHECKLIST
Before you take an overnight trip, you need to do the following. Please check off as completed and fill in the applicable blanks.

1. ____ Verbal OK from Division Head?
2. ____ Calendar conflicts checked?
3. ____ Checked with faculty for conflicts?
4. ____ Picked up a copy of the Emergency Information Form and Over-the-Counter Medications Form for each student and reviewed them for medical issues?
5. ____ Secured a signed Trip Permission and Agreement Form for each student and reviewed for medical concerns?
6. ____ Contacted the nurse about medical issues for students on the trip?
7. ____ Arranged to pick up a first aid kit from ____ the nurse or ____ Basecamp? (Check one)
8. ____ Procured a cell phone? Phone number: _________________________________________________________
9. ____ Submitted a transportation request form and had it approved by the transportation department? (if applicable)
10. ____ Confirmed that drivers are on the approved list?
11. ____ Ascertained whether you will use private cars? (If so, whose? _____________________________(model & color)_____________
12. ____ Notified parents by letter/e-mail? (Attach copy.)
13. ____ Scheduled a parent meeting? Date, time, place? ______________________________________________
   (Recommended for trips of more than 2 days)
14. ____ Submitted a food request form to the kitchen or asked for reimbursement for missed meals?
15. ____ Requested a check to cover cash expenses (e.g. admission fees)? Account #: ____________________
16. ____ Completed additional forms and procedures for international trips (if applicable – please attach)

GENERAL TRIP INFORMATION

17. Group taking trip: __________________________________________________________

18. Trip leader: __________________________ Other adults on trip: _______________________________________

19. Number of students: ________ (attach roster/class list) **A final roster of students must be turned in to the Division Office or the receptionist immediately prior to departure.**

20. Destination (attach itinerary): ________________________________________________________________

21. Purpose of trip: _______________________________________________________________
22. Date and time of departure from OES: ________________________________

23. Date and time of return to OES: ________________________________

24. Please describe the physical activities required at destination: ________________________________________________________________

25. Will you have an emergency vehicle? If so, please describe the vehicle(s) and location(s):

COMMUNICATION & EMERGENCIES

26. Name, address and phone number of facility where you will be. (For wilderness trips, please list the name of the wilderness area, entry and exit points, and the address for the land management agency.)

27. Cell phone numbers of other adults on trip: ________________________________

28. Name and phone number of any person or organization (other than OES) who will be aware of your itinerary and whom you will contact, or we may contact, in case of an emergency: (For overseas trips, please include the US consulate or embassy address, phone number and fax):

In case of emergency, please call the school (503-246-7771) between 8a.m. and 6p.m. After school hours, please contact the Director of Safety at (503)-784-9595 or the school answering service (503)-499-5880.

30 Name, address and phone number of nearest hospital or emergency medical facility:

31 ______ Attachments (parent letters, equipment list, roster, itinerary, other travel information)

Trip leader’s signature: ________________________________ Date: __________________

Division Head’s signature: ________________________________ Date: __________________

TRIP LEADERS: REMEMBER TO TAKE A COPY OF THIS FORM WITH YOU ON YOUR TRIP!