Chaperone Checklist & Expectations

Before the Trip

- ☐ Review trip itinerary, schedule, and learning objectives
- ☐ Receive copies of liability waivers and ensure emergency contact information received for each participant
- ☐ Identify students with approved accommodations (as applicable)
- ☐ Review Field Trip Handbook and Vehicle Safety Plan (if using District vehicles)
- ☐ Confirm transportation details (departure times, locations, contacts)
- ☐ Confirm lodging arrangements (if overnight trip)
- ☐ Make/receive list of room assignments (if applicable)
- ☐ Save key contact numbers:
    - Trip lead/faculty/department coordinator
    - Designated emergency contact or Risk Management
    - Hotel or venue

At Departure

- ☐ Arrive 30 minutes early and be identifiable to students
- ☐ Conduct roll call using official roster
- ☐ Confirm all students have submitted completed Liability Waivers (including emergency contact information) and required forms (if applicable)
- ☐ Review expectations with students regarding behavior and conduct, timeliness, communication during the trip, and any other important topics

During Travel / Activities

- ☐ Keep track of assigned students (if groups are divided)
- ☐ Be accessible and responsive to student questions or concerns
- ☐ Monitor for safety issues, illness or injury, and behavior concerns
- ☐ Reinforce expectations as needed
- ☐ Do not leave students without coverage by a chaperone or faculty member

Overnight Trips (if applicable)

- ☐ Be familiar with room assignments
- ☐ Be available for housing-related concerns or conflicts
- ☐ Do not enter student rooms alone unless necessary for safety/emergency
- ☐ Maintain professional boundaries at all times
- ☐ Address issues promptly regarding roommate conflicts, disruptive behavior, or safety concerns
- ☐ Know how to contact hotel/security if needed

End of Day / Return

- ☐ Conduct headcount before departure from each location
- ☐ Confirm all students return safely (final drop-off or lodging)
- ☐ Report any concerns or incidents to department/Risk Management

After the Trip

- ☐ Submit incident reports (if applicable)
- ☐ Provide feedback to trip lead about what worked well and/or what could be improved