

Instructions for Field Trip Forms

Form	Description
Parental/ Guardian Consent Form and Liability Waiver	Form is to be completed for all daytime/overnight field trips.
Medical Information Form	Form is to be completed annually by parent/guardian and kept on file in school or ministry office. The field trip leader is to take a copy for each student who participates in a field trip.
Driver Information Sheet	Parent is to complete form in order to drive on any field trip.
Adult Liability Waiver Form	Form is to be completed by parents/guardians who chaperone/drive for daytime/overnight field trips.
Incident Report for Injuries	Form is to be completed by the field trip leader in the event any participant is injured in the course of the field trip. Form is to be given to the ministry/school leader who then submits the form to the Office of Risk Management when completed.