

# Adventurer Clubs

## Field Trip Specifications

### Club Director Check List

Adventurer Club \_\_\_\_\_

Club Director's Name \_\_\_\_\_

Place of outing \_\_\_\_\_ Date of outing \_\_\_/\_\_\_/\_\_\_

**Note:** Every child who participates in an Adventurer activity or field trip located off of the church premises **must be accompanied by a parent or guardian**. It is recommended that parents accompany their children in whatever vehicle of transportation used.

#### Obtain the following documents previous to the field trip

- Church Board Approval** (*in writing...planning your yearly calendar and bringing all field trips to the board for approval at the beginning of the year makes this easier*)
- Copies of the Club Medical Consent Forms** (*bring with you*)
- Drivers – Volunteer Information Form** (*Background Check – updated and approved*)
  - **Certificate of Qualifications** for driving – signed by each driver

#### Other Safety Recommendations and Requirements

- Have at least one staff or parent on the field trip with First Aid training and CPR certification.
- Plan routes in advance with GPS or maps and make sure all drivers have the same route information.
- Look at weather advisories for the day and cancel if conditions are unsafe
- Bring First Aid Kit
- Bring Roadside Emergency Kit
- Obtain cell phone numbers of drivers
- Make sure children are in safety belts and booster seats as required for their age and size. Parents should be responsible for this.
- Check Activity Safety equipment and make sure you have the needed equipment for ALL children. (*Life jackets, helmets, knee and elbow pads etc.*)