


# 5302 IFT - Checklist for CMS-Sponsored Overnight Travel (International Travel)

(rev 6/16)

School: \_\_\_\_\_  
 Destination/Country: \_\_\_\_\_  
 ED Journey Trip #: \_\_\_\_\_

Lead Chaperone: \_\_\_\_\_  
 Dates of Travel: \_\_\_\_\_  
 # of Participants: \_\_\_\_\_ Adults \_\_\_\_\_ Students

- NEW: Mark all attached documents with the corresponding letter listed below.
- Reminder: Begin the contract process to be sent to the Learning Community Superintendent.

	Guidelines	School Principal Approval	LC Superintendent Approval
	<b>FOREIGN TRAVEL - Four months prior approval of Principal, Learning Community Superintendent, Superintendent or designee.</b> Call the Study Abroad Specialist in the Humanities Department for International Field Trip Procedures @ 980-343-2654.		
	<b>Fully completed and <u>Principal</u> approved plan of travel in place prior to any communication with parents and/or students.</b>		
A	Appropriate contracts with service providers (bus, plane, travel agents) (a) may be approved and signed by PTA, Booster Club, or responsible individuals who plan to handle financial aspects of transaction or (b) may be approved and signed by Principal and Superintendent, or designee, on behalf of CMS if standard addendum is agreed to by Contractor. <b>(See Contract Section in International Field Trip Manual)</b>		
B	Provide documentation of travel – transportation and accommodations; cost of trip, method of payment, cancellation fees, if any. Full or partial scholarships available to students in need – provisions included.		
C	Provide a complete itinerary—include a list of participants, flights and in-country schedule. Any updates or changes to schedule should be provided to your Principal and Learning Community Superintendent before departure.		
D	CMS curriculum-related: Provide description of the curricular connections on separate page. Please include student follow-up activities.		
E	Review and include documentation from <a href="http://www.travel.state.gov/">www.travel.state.gov/</a> . Provide documentation that parents received required disclosures of our “Code Red” policy and include copy of Code Red Procedure Memo. <b>See sample memo in International Field Trip Manual.</b>		
F	Adult supervision of 8:1 with the provision of a health-related person.		
G	On a separate sheet, provide accommodations made for EC students, if needed. Please indicate on the sheet if accommodations are not necessary.		
H	Parental permission form. Parents <b>must</b> be informed of the standard notice and waiver provisions. <b>See Form 5300 and the “Notice of CMS Right to Cancel Trips” in the International Field Trip Manual.</b> Provide an example of form being used for this trip.		
I	Student Code of Conduct contract. Provide an example.		
J	Student insurance – Provide example of procedure to verify.		
K	Emergency Health form- Provide an example.		
L	Screening of non-CMS employee chaperones. Please include a separate sheet from the CMS Volunteers & Partnerships Office indicating non-CMS employee chaperones have been approved.		
M	Copy of “ <i>No water activities are included in this trip</i> ” memo <b>See sample memo in International Field Trip Manual.</b>		

Principal \_\_\_\_\_ Date \_\_\_\_\_ Learning Community Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Superintendent or Designee \_\_\_\_\_ Date \_\_\_\_\_

