

NIS TRIP PLANNER



Nanjing International School
An Inclusive Learning Community

Organizer: _____

Class/Group: _____

Departure Date: _____ Time: _____

Return Date: _____ Time: _____

Trip Location: _____

Purpose: _____

Trip Planning Documents

(found in the Staff Folder)

1. Trip Planner
2. Request for New Field Trip (if needed)
3. Accident Flow Chart
4. RAMS

Supervision Ratios

The following is the minimum ratio:

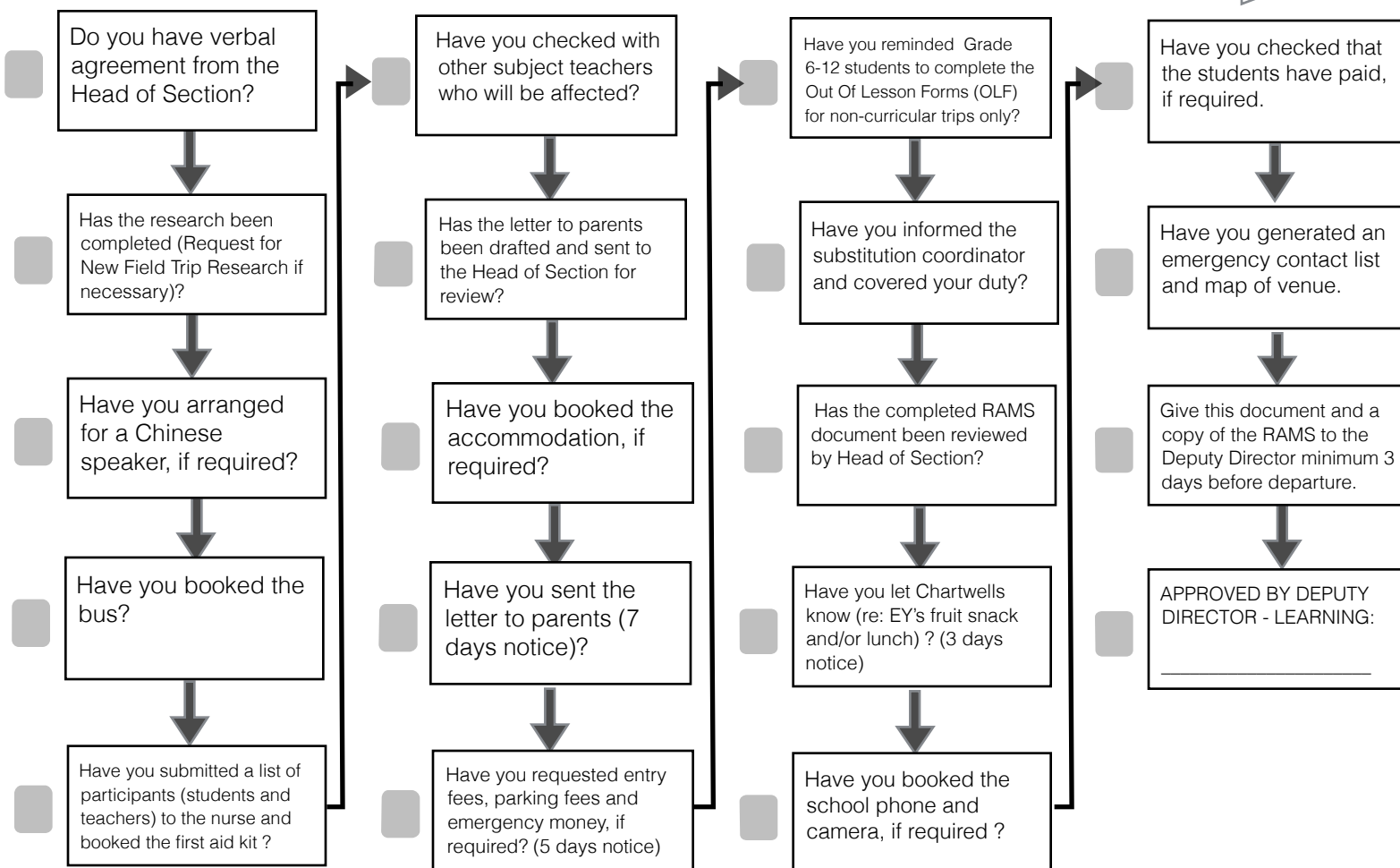
Adult : Student

1 : 6 PreK - G1

1 : 10 Gr2 - 8

1 : 15 Gr9 - 12

Flow Chart



On the trip take with you:

- . Trip letter . RAMS . Emergency contact list . Medical list . Map of venue
- . Camera/phone . First aid kit . Emergency money . Accident flow chart