

## CUBA ISD OFF-SITE FIELD TRIP JUSTIFICATION

Special activities such as field trips, fund raising events, carnivals, club sponsorships, etc., should be carefully evaluated in relation to the anticipated benefits versus the risks involved.

Some questions to be raised in evaluating whether a proposed activity is worthwhile include:

- Why is the activity being proposed?
- What is involved in the activity?
- Where is the activity going to be held?
- How will the transportation be handled?
- Who is responsible for the activity?
- What are the hazards and exposures in the activity?
- Who is responsible for providing the liability coverage?
- Is there adequate liability coverage limits?
- Is the purpose, goal and organizational structure clear?
- Is there a non-District entity available to sponsor or co-sponsor the activity?
- Are there alternative ways to conduct any of the aspects of the activity which may be safer than as proposed?