

FIELD TRIP RELATED FORMS FOR PSESD OPERATING POLICY 2320

The following are forms to be used by PSESD program staff when requesting approval for a PSESD program sponsored field trip. They are to be used in conjunction with the PSESD Operating Policy and Procedure 2320. (See mysesd.org, Policy Manual). These Field Trip forms have been adapted from the Risk Cooperative at ESD 112. Their use has been approved the PSESD Cabinet. Electronic copies can be obtained from mysesd.org under "Forms."

The following is a list and brief description of the Field Trip Forms:

*** *Field Trip Preliminary Approval Form***

This two-page form, to be completed by the PSESD Program staff requesting the field trip, provides enough information so the Assistant Superintendent for Learning, Teaching and Family Support can give preliminary approval for the field trip

*** *Field Trip Description and Itinerary Form***

This form helps PSESD staff fully describe the field trip. Included is a *Sample Field Trip Description with Itinerary* so PSESD staff has an example of a fully completed form.

*** *Field Trip Student Roster Form***

This form can be used for attendance purposes.

*** *Parent/Guardian Field Trip Permission/Emergency Information/Informed Consent Form***

This form combines the basic field trip information, medical/emergency information, and informed consent, so there is only one two-page form that parents/guardians need sign for to give permission for their children to participate in the field trip.

*** *Field Trip Checklist***

This three-page form guides the PSESD Program staff through the steps of arranging a field trip to help ensure that everything is completed in a timely manner.

PLEASE NOTE: PSESD program staff who request the field trip are also expected to follow any required procedures of the local district in which the PSESD program operates for notifying staff and parents and receiving field trip approval. This may include completing district required forms.

**PSESD PROGRAM SPONSORED FIELD TRIP
PRELIMINARY APPROVAL FORM**

PSESD Program: _____

District/School: _____

Trip destination(s): _____

Date(s) of trip(s): _____ Departure time: _____ am/pm Return time: _____ am/pm

Educational benefit of field trip: _____

Activities planned during the trip: _____

Related brochures/information attached? Yes _____ No _____

Preliminary trip itinerary attached? Yes _____ No _____

Does field trip involve any of the following: Yes _____ No _____

* Air travel

* Swimming, boats, or in/around water

* Remote locations/hiking

* Outdoor education

* Animals

* Motorized activities

Estimated # of students: _____ Age level of students: _____

Student/chaperone ratio: _____ # of chaperones needed: _____

Any special qualifications of chaperones needed? Yes _____ No _____

List those special qualifications: _____

Means of travel: _____ (school bus preferred), # needed? _____

Other (list): _____

**PSESD PROGRAM SPONSORED FIELD TRIP
PRELIMINARY APPROVAL FORM (Continued, p. 2)**

Food provided how? _____

Housing needed? Yes _____ No _____

If yes, what type and where? _____

Details of proposed budget and how trip will be financed:

Will fundraising be needed? Yes _____ No _____

(If yes, attach a fundraising plan)

Date Submitted: _____

Signature of PSESD Program Staff Requesting Field Trip: _____

Date field trip plan is reviewed with school principal: _____ Not Applicable: _____

Approval received: Yes _____ No _____

Date Approved: _____

Signature of Assistant Superintendent for Learning, Teaching and Family Support or Designee:

FIELD TRIP DESCRIPTION AND ITINERARY FORM

Date and times of trip:

Departure Date: _____ Return Date: _____

Departure Time: _____ Return Time: _____

Description of activities: _____

Number of students and adult supervisors: _____

Max. # students: _____ Min. # chaperones: _____

Transportation:

Provided by: _____

Food/drinks/snacks:

Provided by: _____

Where they will eat: _____

Housing: _____

FIELD TRIP DESCRIPTION AND ITINERARY FORM (continued)

Student "what to bring" list:

Appropriate dress:

Supplies and equipment for staff to bring:

Cell phone
First aid kit
Other

FIELD TRIP DESCRIPTION AND ITINERARY FORM

SAMPLE FIELD TRIP DESCRIPTION WITH ITINERARY

Date and times of trip: Friday, May 31, 2013

Leave school/program at 8:30 a.m.; return to school/program by 3:30 p.m.

Description of activities: Third grade day trip to Sandy Beach to study specific beach sea life (part of science curriculum)

Number of students and adult supervisors: Maximum of 60 students, with a minimum 12 chaperones and 1 certificated staff member

Note: One chaperone needs to be first aid trained, and one needs to have certified water rescue skills

Transportation: By PSESD school bus

Food: Students to bring their own bag lunches

Housing: N/A

Student "what to bring" list:

Non-refrigerated lunch and drink

Clothes for beach walking, including footwear for wading

Towel

Sunscreen (if needed)

Appropriate dress:

Clothing appropriate for weather (warm clothes in case of cold weather or rain)

Supplies and equipment for staff to bring:

Cell phone

First aid kit

Plastic bags to put collected beach life in

Blankets for the beach

Water rescue equipment

Non-water hand cleaner

Beach toys (balls, frisbee, etc.)

Hazard assessment:

Potential hazards: slips, trip and falls, disease, bites or poisoning from animals or fish, sand in the eye, shells, wood or other debris causing cuts or splinters, sunburns, hypothermia, drowning, getting lost or separated from the group, getting caught in high tide, sudden inclement weather

Emergency contact person at school during these activities:

Penelope Potts, Secretary, Good Times Elementary School

Phone #: (360) 555-5555

24-hour contact: N/A

SAMPLE FIELD TRIP DESCRIPTION WITH ITINERARY

Itinerary:

Estimated Times and Activities

- 8:00 am Meet at school, review of rules, double check: chaperones, supplies, permission slips, lunches, clothing
- 8:15 am Board PSESD school buses (2), stow lunches, take roll call
- 8:30 am Leave for Sandy Beach
- 10:00 am Arrive at beach parking area, rest stop at beach entrance (leave lunches on bus)
- 10:15 am Take roll call, split into six teams of not more than 10 students each with two chaperones per team, and walk to designed area on the beach (not more than 1/2 mile from the parking area)
- 10:45 am Search the beach in shallow (not more than knee high) water looking for beach sea life; when found, identify sea life and carefully place it in plastic bags provided by the chaperones
- 11:30 am Return to parking area, take roll call, wash hands at rest stop, get lunches from bus
- 11:45 am Spread blankets and eat lunch on beach; when lunch completed, supervised free time on beach for students (in limited area)
- 12:15 pm Take roll call and break into teams again, walk to second area on beach
- 12:45 pm Search the beach in shallow (not more than knee high) water looking for beach sea life; when found, identify sea life and carefully place it in plastic bags provided by the chaperones
- 1:30 pm Return to bus parking area, wash hands in restrooms, board buses, take roll call
- 1:45 pm Leave Sandy Beach for school/program
- 3:00 pm Arrive at school/program
- 3:15 pm Return to classroom
- 3:30 pm Go home via normal transportation

FIELD TRIP STUDENT ROSTER FORM

DATE OF TRIP: _____ RETURN DATE: _____

EDUCATIONAL OBJECTIVE: _____

LOCATION: _____ SCHOOL/CLASS: _____

TIME OF DEPARTURE: _____ TIME OF RETURN: _____

1. _____ 15. _____

2. _____ 16. _____

3. _____ 17. _____

4. _____ 18. _____

5. _____ 19. _____

6. _____ 20. _____

7. _____ 21. _____

8. _____ 22. _____

9. _____ 23. _____

10. _____ 24. _____

11. _____ 25. _____

12. _____ 26. _____

13. _____ 27. _____

14. _____ 28. _____

**PARENT/GUARDIAN FIELD TRIP
PERMISSION/EMERGENCY INFORMATION/INFORMED CONSENT FORM**

Field trip information

I hereby give my permission for

_____ (Name of student)

who attends

_____ (Name of school/PSESD program)

to participate in a field trip to

_____ (Destination)

on _____ from _____

to _____ (Date) (Time departs) (Time returns)

for the purpose of

Class/Club/Team:

Staff contact: _____ - _____ Phone #:

Transportation for this activity will be provided by:

District bus/vehicle

Other (specify) _____

Food will be provided at/by: _____

I received a detailed itinerary of the trip Yes No

I received a list of things the student should/should not bring Yes No

Medical/emergency information

Student home phone #: _____ Date of birth: _____

Student's Address _____

Family Physician: _____ Phone #: _____

Does the student have any medical or physical condition, medication information, or allergies which could interfere with the student's safety? Yes No

If yes, please describe:

In the event of an emergency (injury, illness, unforeseen incident), I wish the following person to be notified in case I cannot be contacted:

Name: _____ Relationship: _____

Phone #: _____ Alternate phone #: _____

Informed consent

As the parent/guardian of the above named student, I have read the field trip itinerary and I understand that there are risks of physical injury associated with participation in these activities.

I authorize qualified emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to the above named student. I understand every effort will be made to contact me to explain the nature of the problem prior to any involved treatment. In the event it becomes necessary for the PSESD staff-in-charge to obtain emergency care for my student, neither he/she nor the PSESD or school district assumes financial liability for expenses incurred because of the accident, injury, illness and/or unforeseen circumstances. These activities are an extension of the education program and student conduct is to be in accordance with the PSESD program's or school's published rules and regulations.

Signature of parent/guardian *Date*

Printed name of parent/guardian

Parent/guardian work phone *Home phone #* *Cell phone #*

I pledge that my conduct will, at all times, reflect credit upon myself, my parents, and my school. I understand that the Program and School Rules of conduct apply while on the trip.

Signature of student *Date*

FIELD TRIP CHECKLIST

PSESD Program: _____ School: _____

Date(s) of Trip: _____

Trip Destination: _____

Sponsor: _____

The following list assists the PSESD sponsoring staff member through the field trip process. Please see PSESD Operating Policy and Procedure 2320 and Forms for specific information regarding each item.

DATE DONE	STEP 1: INITIAL PLANNING (8 WEEKS BEFORE TRIP) <i>(See "School Sponsored Field Trip – Preliminary Approval Form")</i>
	Determine and document the educational benefit of the field trip (curriculum related study or co-curricular activities)
	Develop a description of all activities; include transportation, housing, and eating plans; list unusual aspects of the trip; include all related brochures
	Estimate the planned number and ages of participating students and chaperones needed
	Determine proposed costs and funding
	Develop a preliminary itinerary of activities
	Identify if the field trip has special hazards, including on/in/near water, in remote locations/hiking, involving animals, and/or outdoor education; avoid high-risk activities
	Review field trip plan with supervisory and/or principal as applicable
	Secure school's preliminary approval to conduct the field trip, and to conduct fundraising if applicable
	Submit to PSESD Assistant Superintendent for Learning, Teaching and Family Support or designee for approval for overnight, out of area [over 50 miles], or out of country field trips)
	Receive preliminary approval
	Review procedure for fundraising, and develop a plan including fundraising activities, a plan for assisting the students who are unable to pay their own expenses, and a method for return funds if not used for the trip
	STEP 2: DETAILED PLANNING (8-2 WEEKS BEFORE TRIP)
	Contact place(s) being visited to make preliminary arrangements (if needed)
	Evaluate the field trip site for potential hazards, special requirements of location and activity, and accommodations
	Review all contracts and insurance requirements; ensure insurance for out of country field trips (the principal reviews and signs any contracts and all forms)
	Arrange for transportation: <ul style="list-style-type: none"> • If PSESD bus or van, submit request to transportation • If other, check with risk manager/safety officer for guidelines
	Arrange for housing and assess suitability of housing (if overnight stay); consider same sex sleeping needs
	Arrange for food services (if needed)
	Identify risks associated with this field trip
	Address unusual aspects of trip with risk manager/safety officer

	<p>Determine adult supervision needed and arrange for chaperones:</p> <ul style="list-style-type: none"> • ensure adequate number based on the type of activities planned and the age of the students for developmental appropriateness; ratio approved by PSESD supervisor/ administrator • ensure qualified for special needs (first aid trained, lifeguard, etc.) • ensure criminally screened • ensure they received district chaperone guidelines
	Arrange for needed equipment and supplies, including emergency equipment
	Meet with school nurse (as appropriate) to plan medication needs/dispensing for students; arrange for distribution of special medications on the field trip (trained staff and secured medications)
	<p>Assemble parent information/permission packet:</p> <ul style="list-style-type: none"> • letter home to parents • detailed itinerary of activities • permission forms (informed consent, emergency treatment, medical conditions) • list of things students can and cannot bring, appropriate dress
	Arrange an informational meeting for parents (for overnight, out of area, or out of country field trips)
	Arrange for supervision of students who opt out of the field trip
	STEP 3: FINAL ARRANGEMENTS (2 WEEKS BEFORE TRIP)
	<p>Provide field trip information to parents including:</p> <ul style="list-style-type: none"> • letter home to parents • detailed itinerary of activities • permission forms (informed consent, emergency treatment, medical conditions) • list of things students can and cannot bring, appropriate dress
	Provide orientation for chaperones, and ensure adequate supervision will be available
	Confirm transportation
	Confirm housing (if needed)
	Confirm food services (if needed)
	Confirm arrangements with place(s) to be visited (if needed)
	Confirm availability of needed equipment and supplies
	Confirm arrangements for special medications
	STEP 4: FINAL CHECKS (DAY OF TRIP)
	Confirm there is adequate adult supervision for the trip; check the number and types of chaperones
	Check attendance
	Ensure adequate transportation
	<p>Ensure parental permission is obtained and emergency information is available:</p> <ul style="list-style-type: none"> • Every student has returned the parent permission/emergency medical form • Provide the school office (if applicable) with a copy of the signed field trip permission form/emergency medical form for each student (the original of these forms stay with the field trip PSESD staff sponsor) • A copy of the parent permission/emergency medical form for each student and staff member are kept with them
	<p>Review behavior and safety standards with students and chaperones before departure, including:</p> <ul style="list-style-type: none"> • reinforce rules and expectations • the system of accounting for students and the use of the buddy system

	<ul style="list-style-type: none"> • review emergency procedures (for injury, accident, or inappropriate activity) • explain what to do if a student gets separated or lost from group
	<p>Check emergency supplies and essential items for the trip</p> <p>If special equipment or clothing is needed for each student, ensure that it is provided</p>
	<p>Get medication for students from the school office and ensure medications are secured</p>
	<p>Make sure that staff/chaperones on the field trip have a 24 hour phone number for administrators, and the school office/administrator has (cell) phone number of staff on the trip</p>
	<p>STEP 5: AFTER TRIP EVALUATION</p>
	<p>After the field trip, evaluate field trip procedures and the activities involved to ensure field trips in the future are safe</p>