



FIELD TRIP REQUEST FORM

School: _____ Date Of Trip: _____

Sponsoring Organization: _____

Teacher: _____ Grade: _____ Number Of Students: _____

Purpose Of Trip: _____ Date Of Request: _____

Destination: _____

Departure Date & Time: _____ Return Date & Time: _____

Contact Person On Location: _____

Transportation

Mode: _____

Number of Buses (or Other Public or Chartered Conveyances) Needed: _____

Name of Driver(S): _____

Route: (Be specific): _____

Funding Source

School or District Funding Source: _____

Charge to Student (If Any): _____

Chaperone's Responsibility: _____

Chaperones

Number School Personnel Attending: _____

All school personnel attending must sign on the bottom of page two of this form

Number of Chaperones Attending: _____

Chaperone's Responsibility: _____

Lunch Arrangements:

Arrangements To Be Made: _____

Must Be Filled Out Completely Or The Form Will Be Returned.

Reminder

Once The Field Trip Is Approved, You Need To:

1. Notify Transportation Director If Bus Transportation Is Needed.
2. Notify Cafeteria Manager Of Lunch Plans Or Needs.
3. Send Parents A Letter Detailing Trip Purposes, Dates, Times, Destinations, Charges, Lunch, Arrangements, Etc.
4. Obtain Written Parent Permission For Each Child Prior To Departure.

*No Student Can Leave School Premises For A Field Trip Unless Written Parent Permission Has Been Obtained.

Additionally, any chaperone must be cognizant of and adhere to Mississippi Code of Ethics Standard 6.2, which states:

- 6.2. Unethical conduct includes, but is not limited to, the following:
- a. Being under the influence of, possessing, using, or consuming illegal or unauthorized drugs
 - b. Being on school premises or at a school-related activity involving students while documented as being under the influence of, possessing, or consuming alcoholic beverages. A school-related activity includes but is not limited to, any activity that is sponsored by a school or a school system or any activity designed to enhance the school curriculum such as club trips, etc. which involve students.
 - c. Being on school premises or at a school-related activity involving students while documented using tobacco.

Signatures of school personnel acting as chaperones:

Name	Position
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The above signature is verification that I am aware of my responsibilities as a chaperone and my understanding of State Standards and policy of the RCSD.

APPROVED BY PRINCIPAL

DATE APPROVED

APPROVED BY ASSISTANT SUPERINTENDENT

DATE APPROVED