

**MMSD Field Trip Approval Process Worksheet for
Overnight Extended Trips or Travel in excess of 150-miles each way**

Please submit final approval form & completed paperwork 2-4-weeks prior to field trip date. Without FINAL APPROVAL on completed paperwork the trip organizer may be held personally liable for the field trip.

School: _____

Field Trip Name & Location: _____

Date of Trip: _____

MMSD Staff Chaperone(s): _____

*****I have reviewed and verified that all required information is included in this request, and any volunteer chaperones have been approved by Human Resources*****

Secretary Name – Printed

Secretary Signature

Done **Need**

_____ #-Chaperones to #-Students _____: _____ (must be 1-chaperone to 10-students)

_____ Principal signature (conditional & final approval pages)

_____ Student Names & Emergency Contact Names/Phone#/Relationship (pull section roster with un-highlighted rows, check parent/guardian box & cross off students not going). Send only the roster and keep forms F & G for your use.

_____ Chaperone Names (MMSD & Non-Staff) - need Emergency Contact Names/Phone#/Relationship (names) _____

_____ **Non-Staff Chaperones must be approved prior by the Superintendent or Chief of School Operations and have a background check completed.** All chaperones, if working unsupervised with students, must have a current background check on file with Human Resources. Please check with your secretary if unclear and they will contact Human Resources (Field Trip application states only MMSD students and approved chaperones can go on trip). (names) _____

_____ MMSD staff chaperone _____ has Red Cross emergency first aid training, including DPI trained in the administration of medication - Rescue Inhaler, Epinephrine and Oral.

_____ MMSD staff chaperone _____ has CPR certification (for all field trips)

_____ Cost per Pupil \$ _____ includes: _____

_____ No students excluded due to lack of funds or disabilities (Funding Source) _____

_____ Itinerary for Trip

_____ Elementary Only - Provider plan of action for students who are not picked up after field trip.

_____ Bus Company (confirmation page) _____ and if needing signature then it is a Contract— needs to be signed by Head Chaperone, Principal, CFO & list the account number.

_____ Lodging (confirmation page) _____ and if needing signature then it is a Contract— needs to be signed by Head Chaperone, Principal, CFO & list the account number.

_____ Rental Car Agent (confirmation page) _____ (Enterprise & Hertz meet state requirements)

_____ Employee Name Driving: _____

_____ When driving a Rental Car or your Personal Vehicle: Each driver will need to fill out the Alternative Vehicle Driver Information Request form, Request to Use Personal Vehicle or Rental Vehicle to Transport Students (signed by both the Principal & Chief of School Operations), Medical Verification form, Driver's License & WI DOT record and your Personal Insurance Coverage Levels.

_____ Transporting Students in your Personal Auto: along with the above forms you will also need to fill out the Vehicle Condition Statement.

_____ Airline (confirmation page) _____

_____ Transportation to/from airport/hotel and to/from hotel/event location _____