

**PUBLIC SCHOOLS OF EDISON TOWNSHIP
CURRICULUM & INSTRUCTION
2021-22 APPLICATION FOR FIELD TRIP**

<ol style="list-style-type: none"> 1. Principal shall submit trip request to Chief Academic Officer/Assistant Superintendent thirty (30) days prior to date of proposed trip. 2. Schedule out of district field trips no later than June 10th. 3. Staff member shall not make financial commitments prior to field trip approval. 4. Written permission from parent or guardian is required for every student participating in a field trip. 5. School rules and regulations shall apply while students are involved in a field trip. 6. All students leaving with the group shall return with the group. 			
Place Information Below			
1. School			
2. Staff member(s) in charge of field trip	Name(s)	Building(s)	Sub needed?
3. Date of trip			
4. Time of departure			
5. Time of return			
6. Number of instructional days being missed			
7. Students group going on trip (e.g., Biology classes, OM)			
8. Number of students going on trip			
9. Title of trip/destination/street/address/city/state of field trip			
10. Purpose of trip	Complete Parts 1,2,3 of Field Trip Evaluation, p..3 (Curricular Trips Only)		
11 a. Name/building assignment(s) of other staff members accompanying group ----- b. Number of other non-staff adults accompanying group	a. List Name(s)	List all building assignment(s)	Sub needed?
	----- b.		
c. Total number of adult chaperones (1 per 10 students required)	10 a. + b.		

<p>12. Transportation (Circle/complete A or B)</p>	<p>A. To be arranged by staff member in charge of trip; (Complete page 5 also.)</p> <p>_____ School Van (9 seats) or _____ Commercial Coach (49 seats) _____ School Bus (54 seats) or _____</p> <p>_____ Name of Company _____ OR</p> <p>B. Arranged through other organization, club, etc.</p> <p>_____ Name of Organization _____ _____ Name of Bus Company _____</p>								
<p>13. Funding Source (Circle and complete A or B)</p>	<p>A. BOE _____ Account Name ----- OR -----</p> <p>B. Other _____ Name/Address</p>								
<p>14. Complete only if 12A. above is checked.</p> <p>Cost to Board of Education</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: right;">\$</td> <td>Transportation</td> </tr> <tr> <td style="text-align: right;">\$</td> <td>Registration/Tickets</td> </tr> <tr> <td style="text-align: right;">\$</td> <td>Other (Specify)</td> </tr> <tr> <td style="text-align: right;">\$</td> <td>Total Cost to Board of Education</td> </tr> </table>	\$	Transportation	\$	Registration/Tickets	\$	Other (Specify)	\$	Total Cost to Board of Education
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<p>15. If staff member is requesting reimbursement for costs, please complete this section. Re: BOE Policy 4133</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">\$ _____ Registration</td> <td rowspan="4" style="vertical-align: top; padding-left: 10px;"> <input type="checkbox"/> Not Approved <input type="checkbox"/> Approved _____ (Chief Academic Officer/Ass't Superintendent) Fund: _____ For BOE Approval on: _____ </td> </tr> <tr> <td>\$ _____ Room</td> </tr> <tr> <td>\$ _____ Travel</td> </tr> <tr> <td>\$ _____ Total</td> </tr> </table>	\$ _____ Registration	<input type="checkbox"/> Not Approved <input type="checkbox"/> Approved _____ (Chief Academic Officer/Ass't Superintendent) Fund: _____ For BOE Approval on: _____	\$ _____ Room	\$ _____ Travel	\$ _____ Total			
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\$ _____ Travel									
\$ _____ Total									

Give request to principal (K-5) or supervisor (6-12)
 Club advisor gives request to co-curricular liaison (9-12)

Application Complete/ Recommended Director/Supervisor	_____ Signature & Date
Application Complete/ Recommended Principal	_____ Signature & Date

- a) Principal returns trip request to staff member.
- b) Staff member attaches completed bus quotation form.
- c) Staff member returns request to principal.
- d) Principal forwards trip request to Chief Academic Officer.

Request Approved Not Approved	_____ Chief Academic Officer/Assistant Superintendent & Date
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PUBLIC SCHOOLS OF EDISON TOWNSHIP
CURRICULUM & INSTRUCTION

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2021-22 FIELD TRIP EVALUATION (Curricular Trips Only)
Parts 1, 2, 3

Teacher _____ Date of Trip _____

Location of Trip _____ School _____

Instructions: 1. Complete parts 1, 2, 3 of this form and submit with trip request form.
2. After trip, complete and submit part 4 to the Principal.

Part 1 List the educational objectives to be met by the field trip. Take objectives from appropriate curriculum guide(s) / School Level Plan:

Part 2 Explain how the trip, within the existing curriculum and in relation to what has or will take place in the classroom, will accomplish the objectives:

Part 3 Explain the method of evaluation (group project, oral presentation, etc.) to be used upon the conclusion of the trip:

- over -

2020-21 FIELD TRIP EVALUATION (CONTINUED)
(Curricular Trips Only)

p. 4 of 5

Teacher _____ Date of Trip _____

Location of Trip _____ School _____

Instructions: After trip, complete and submit part 4 to the Principal.

Part 4:

a. Provide a summary of the results of the evaluation.

b. Should this trip be scheduled again? YES _____ NO _____

c. Comments:

d. Changes in transportation from original request (date/time, etc.) _____

e. Time of Trip Return _____

f. Teacher's Signature _____

cc: Chief Academic Officer/Assistant Superintendent
Principal
Supervisor
Teacher

**COMPLETE ONLY IF TRANSPORTATION IS FUNDED IN PART
OR IN TOTAL BY THE BOARD OF EDUCATION.**

INSTRUCTIONS

1. Call vendor to reserve a bus/van at the lowest cost.
2. Circle the name of the vendor.
3. Write the total cost on the corresponding line to the right of the vendor's name.

COACH WITH DRIVER:	Obtain 3 Quotations - Record Carrier/Quote Circle name of vendor selected.	Quote
1.		
2.		
3.		

IMPORTANT

- The requisition is to be made by the school.
- The bill for the bus should be sent to the principal.
- The staff member in charge must notify the bus company and principal of any changes in trip arrangements such as cancellations, departure time, etc.

*** These prices are for local trips. Prices can vary according to destination.**