

Los Alamitos Unified School District

OVERNIGHT/EXTENDED FIELD TRIP APPLICATION (3 pages)

Date of Application: _____

Teacher Making Application: _____

School: _____

Class(es) Involved: _____

Number of Students Involved: _____

Dates of Trip _____

General Statement of Proposed Trip

Objectives to be Accomplished by Students

Proposed Itinerary (Please be specific. Use attachment if necessary.)

Date and Time of Departure: _____

Mode of Transportation: _____

Destination: _____

Expected Date and Time of
Arrival at Destination: _____

Arrangements for Overnight
Housing: _____

Arrangements for Travel in
Area Visited: _____

Itinerary During Visit:

Date and Time of Departure
for Return Trip: _____

Expected Date and Time of Arrival in Los Alamitos: _____

Estimated Costs of District (Please itemize.)

Substitute for Teacher: _____
Transportation: _____
Food & Lodging _____
Registration Fees: _____

Estimated Costs to: _____

Transportation: _____
Food & Lodging: _____
Registration Fees: _____
Other: (Explain) _____

Chaperones

Names of LAUSD Certificated Employees

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Names of LAUSD Classified Employees

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Names of Designated Non-Staff Chaperones

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Principal's Recommendations

Approval as Submitted: _____

Other Recommendations: _____

Principal's Signature

Date

Action by Board of Education

Date: _____

Approved as Requested: _____

Approved with Following Changes: _____

Signature of Superintendent or Designee

Date

Due to concern for safety and security when traveling in the U.S. and abroad, the Board of Education may, on a case-by-case basis, rescind its approval for an extended/overnight field trip. In addition to safety, another concern for these types of field trips is the deposit money that is paid, often months prior to departure, which may need to be forfeited should the Board rescind approval of the field trip. Teachers and other organizers of overnight/extended field trips must be certain when making arrangements with a travel agent that the deposit money will be refunded if the Board of Education rescinds its approval. The District policy must be made clear to the parent and the tour organizer/travel agent, and all deposits must be refundable to parents. In addition, a waiver of liability with the District must be signed by all field trip participants.