

FIELD TRIP REQUESTS MUST BE SUBMITTED TO THE ACTIVITIES SECRETARY AT LEAST TWO WEEKS PRIOR TO THE TRIP.

FIELD TRIP REQUEST

NO trips are to be scheduled two weeks prior to first semester finals and three weeks before the end of the second semester. Please PRINT and fill out form COMPLETELY before submitting to Activities Secretary.

TEACHER/ADVISOR: _____	DATE OF TRIP: _____
CLASS/GROUP: _____	# OF STUDENTS: _____
DAY OF WEEK: _____	DEPARTURE TIME: _____
RETURN TIME (AT AHS): _____	
DESTINATION: _____	
ADDRESS: _____	
REASON FOR TRIP: _____	

1. **PARENT PERMISSION FORM** - Each student must have returned a signed "Field Trip Authorization" form to the advisor at least one week prior to the field trip. **AFTER THE FIELD TRIP, ALL FIELD TRIP AUTHORIZATION FORMS ARE TO BE RETURNED TO THE ACTIVITIES SECRETARY WHERE THEY WILL BE HELD FOR TWO YEARS (D.O. MANDATE).** The Teacher/Advisor is to prepare a list of all students approved to attend and distribute to all teachers and Attendance office at least two days prior to the trip. A list showing the students who actually attended is to be turned in to the Attendance Office the next day.
2. **OVERNIGHT FIELD TRIPS** require district board approval. See the Janice Cohen for the request form. Requests must be submitted eight weeks prior to the trip.
3. **SUBSTITUTES** - The Teacher/Advisor must make arrangements for their own sub by submitting a request to the Main Office or Personnel. Please use code #156501 when scheduling a sub.
4. **FUNDING** - Field Trips may be funded by existing accounts or by donations collected from students and deposited in the AAC. While no student will be denied attending the field trip due to lack of funds, the school will need to cancel if they are not able to cover the costs of the trip.
5. **TRANSPORTATION** - The Activities Secretary will order transportation for the field trip. Rental vehicles hold up to 7 passengers plus driver. Bus companies start charging at the time bus leaves their yard & stops charging when they return to yard.

6. <u>CHECK ONE:</u> <input type="checkbox"/> 8-passenger rental vehicle cost is \$165/day + fuel cost. <input type="checkbox"/> School Buses (Durham Transportation-Calabasas) 55 passenger \$466 for 3 hours + \$44/hour after <input type="checkbox"/> 55 passenger bus: From 9:00 am – 2:00 pm (\$44.00/hour) <input type="checkbox"/> Parent/Staff Member Drivers (Waivers will be collected) (No cost) <input type="checkbox"/> Walking (No cost)	<u>WORKSHEET</u> - Approximate the cost of the trip by completing the following <u>before</u> submitting to the AAC: Price of admission tickets, etc. \$ _____ Price of Transportation \$ _____ Cost of Substitute Teacher (\$150.00/day) \$ _____ Misc. Expense \$ _____ Total \$ _____
7. <u>ACCOUNT NUMBER</u> to be charged: _____	
8. Schedule Sale Dates with the AAC	

REQUIRED SIGNATURES:

DEPARTMENT CHAIR: _____ DATE: _____

CALENDAR CLEARANCE: _____ DATE: _____

ASSISTANT PRINCIPAL: _____ DATE: _____

PRINCIPAL: _____ DATE: _____