

**LITTLE FALLS COMMUNITY SCHOOLS – ISD 482
FIELD TRIP FORM – “TYPE E”**

**Non-District Sponsored
Trips Taken During Non-School Days**

Coordinating staff member(s) understands that, while this type of trip is recognized as a beneficial educational opportunity and includes multiple learning experiences for those who participate, cost, accessibility and family commitments may prohibit students from being able to attend.

- Extended field trip information is required.
- School Principal will review, initial and forward to Field Trip Oversight Committee *for informational purposes only*.
- District employees may not plan, advertise, promote, discuss or fund raise for non-District sponsored trips during their scheduled work day.
- Meetings associated with non-District sponsored trips may not be held on District property during the school day.
- A District employee planning a non-District sponsored trip must advise the participating students and parents in writing that the trip is not sponsored by the District.
- In all written communications regarding a non-District sponsored trip, the District employees coordinating the trip are prohibited from referring in any way to the District, including the use of the District's logo.
- Cost items such as stamps, copying and supplies will be the responsibility of the trip advisor.

School: _____

Date: _____ **Date(s) of Trip:** _____

Purpose and Description of Trip: _____

Advisor: _____ **Others Involved:** _____

Chaperones: _____

Curricular Area Impacted: _____

Number of Students Involved: _____ **Estimated Cost/Student:** _____

Signature of Advisor

Routing (Please check off and date):

- Building Administrator Reviewed (Date: _____)
- Sent to Field Trip Oversight Committee: (Date: _____)
- Field Trip Oversight Committee Review: (Date: _____)
- Field Trip Oversight Committee Notified Advisor of Review: (Date: _____)
- Sent to Superintendent: (Date: _____)