

**ISD 482
Extended Field Trip Request Form
C and D**

Extended Field Trip Proposal	Date:	Approval Criteria
<p>The proposal was submitted within appropriate timelines prior to the proposed trip. (See attached calendar. All extended field trips are subject to approval by the Principal, review by the Field Trip Oversight Committee and review/approval by the Superintendent and the School Board.)</p>		<p>Yes No</p>
Trip Information		
<p>School: (Extended field trips should be avoided during the end of a term at the middle school and high school, or when standardized tests are being administered, if possible. See attached calendar.)</p>		<p><i>Information is complete. Exceptions considered only when evidence is available of extraordinary conditions and thorough research of alternatives.</i></p>
<p>Itinerary (please attach):</p>		
<p>Will students miss class time because of this trip? Yes How much instructional time per student? _____ No _____</p>		<p><i>Class time missed is reasonable/appropriate.</i></p>
<p>Sponsoring Organizations or Class:</p>		<p><i>Extra-curricular and co-curricular organizations competing outside of buildings do not complete this request.</i></p>
<p>Faculty Advisor(s):</p>		
<p>Destination:</p>		
<p>Chaperones: (attach list if needed) Name(s):</p>	<p>How will this adult contribute to the safety and education of students on this trip?</p>	<p><i>The trip is planned to minimize safety concerns for the students/chaperones. The staff and or adults chaperoning are germane to the trip being taken. Background checks are required of non-staff. Chaperones are to be approved by the school board. Chaperone Guidelines read?</i></p>
<p>Describe the chaperone selection process and selection criteria used:</p>	<p>Do they have special skills? Eg. leadership, CPR, etc.</p>	
<p>What is the cost per chaperone? _____</p>		
<p>What is total amount the chaperone will pay? _____</p>		

<p>What is the goal or purpose of the trip?</p>	<p><i>The trip is aligned with the aims, goals and curriculum requirements of the District.</i></p>																											
<p>How are curriculum and assessment incorporated into the field trip plans?</p>	<p><i>No fund raising for the trip should take place until the trip has been approved by the School Board.</i></p> <p><i>Funding for field trip is documented and reasonable. Fundraising and money handling followed district approved guidelines and procedures.</i></p>																											
<p>Curriculum</p>	<p>Student Measures</p>	<table border="1"> <tr> <td colspan="2">Field Trip Funding</td> </tr> <tr> <td colspan="2">Estimate the total cost for this field trip:</td> </tr> <tr> <td>Total cost for transportation</td> <td>Cost</td> </tr> <tr> <td>Total cost for lodging</td> <td></td> </tr> <tr> <td>Total cost for food</td> <td></td> </tr> <tr> <td>Cost for substitute teacher(s)</td> <td></td> </tr> <tr> <td>Cost for registrations/admission fees</td> <td></td> </tr> <tr> <td>Other costs (list)</td> <td></td> </tr> <tr> <td>Other costs (list)</td> <td></td> </tr> <tr> <td>Other costs (list)</td> <td></td> </tr> <tr> <td colspan="2">Total Estimated Cost</td> </tr> <tr> <td colspan="2">Number of students participating in field trip:</td> </tr> <tr> <td colspan="2">Estimated Cost Per Student</td> </tr> </table>	Field Trip Funding		Estimate the total cost for this field trip:		Total cost for transportation	Cost	Total cost for lodging		Total cost for food		Cost for substitute teacher(s)		Cost for registrations/admission fees		Other costs (list)		Other costs (list)		Other costs (list)		Total Estimated Cost		Number of students participating in field trip:		Estimated Cost Per Student	
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How is this trip being financed?

Is a fundraising event being used to defray at least some of the trip expenses?

YES (please describe below the fund raising plans and timelines and attach a copy of the fund raising requests, then outline the funding sources below)

NO (outline the funding sources below)

Funding Sources	Amount
A. Total Cost for Each Student	
B. Amount paid per student by building funds	
C. Amount paid per student through fundraising mechanism	
D. Other amounts paid per student (list source)	
Total amount paid by each student = A - (B + C + D)	

Describe how economically disadvantaged students are receiving an opportunity to participate in this field trip. Note: It is the responsibility of the sponsoring staff member to communicate the mechanism for accessing financial aid to all students.

Describe the accommodations being made for students with special medical, physical, or emotional needs. This includes provisions in IEPs/504s.

The trip is financially accessible to all students.

All students in the class or organization are eligible and encouraged to complete the non-discriminatory process (when applicable).

Behavior is not a criteria of participation, unless a student is suspended (in-school or out-of-school) or has IEP/504 language that is specific to field trips.

<p>Will all students in the organization or class be participating in this field trip? YES (continue to signature area) NO (continue with questions below)</p>		<p><i>Comprehensive and comparable plans are in place for students who are not participating.</i></p>
<p>How many students are in the class/organization? _____ How many students are participating in the trip? _____ How many students are impacted by absence of teachers? _____ What comprehensive and comparable plans are in place for students who are not participating? Outline the curriculum and measures required for these students while you are gone:</p>		
	<p>Curriculum</p>	<p>Measures</p>
Day 1		
Day 2		
Day 3		
Day 4		
Day 5		
<p>Signatures</p>		<p><i>Building principal's signature indicates support and ability to respond to Field Trip Oversight Committee questions.</i></p>
	Sign in appropriate box below	Date of Approval
Person Submitting Proposal		N/A
Building Principal		
Oversight Committee		
Superintendent		
School Board Chair/Clerk		