

**FIELD TRIP REQUESTS MUST BE SUBMITTED IN PERSON TO GRANT BRUST 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 Grant Brust.

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 GRANT BRUST 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 Grant Brust to submit an overnight request. Requests must be submitted by Grant Brust **ten weeks** prior to the trip.
3. **SUBSTITUTES** - The Teacher/Advisor must make arrangements for their own sub by submitting a request through AESOP. You must also submit a leave request on your LVUSD employee portal **AND** the school website. Please use AESOP code #156501 when scheduling a sub.
4. **FUNDING** - Field Trips may be financed by funds collected from students and deposited in the field trip account or through existing funds in an associated trust account. It is the responsibility of the Teacher/Advisor to make sure that all students pay. Without sufficient funds, the trip may be canceled. No student will be denied participation due to lack of donation.
5. **TRANSPORTATION** - Grant Brust **MUST** order transportation for the field trip.

<p>_____ 8-passenger rental vehicle.</p> <p>_____ School Bus - 55 passenger</p> <p>_____ Charter Bus- 55 passenger</p> <p>_____ Parent/Staff Member Drivers (Waivers must be turned in prior to Grant Brust) (No cost)</p> <p>_____ Walking (No cost)</p>	<p>Approximate the cost of the trip by completing the following <b>before</b> submitting to Grant Brust.</p> <p>Price of admission tickets, etc. \$ _____</p> <p>Price of Transportation \$ _____</p> <p>Cost of Substitute Teacher (\$180.00/day) \$ _____</p> <p>Misc. Expense \$ _____</p> <p><b>Add 15% contingency</b> \$ _____</p>
7. <b>TRUST ACCOUNT NUMBER</b> to be charged: _____	Total \$ _____
8. Set up a field trip timeline with Grant Brust	

**REQUIRED SIGNATURES:**

DEPARTMENT CHAIR: \_\_\_\_\_ DATE: \_\_\_\_\_

CALENDAR CLEARANCE: \_\_\_\_\_ DATE: \_\_\_\_\_

ASSISTANT PRINCIPAL: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_ DATE: \_\_\_\_\_