

# FIELD TRIPS AND FEES: A GUIDE

## TYPES OF DISTRICT SPONSORED FIELD TRIPS:

1. One-day trip taken on school days, excluding interscholastic events.
2. One-day trip taken on non-school day, excluding interscholastic events.
3. Overnight (one or more) trip taken on any days, including interscholastic events.
4. One-day trip to interscholastic events (athletic field trip).
5. Overnight trip to interscholastic events (athletic field trip).
6. Trip to another state or foreign nation.

## APPROVAL:

1. Types 1, 2, and 4 (one day trips) require advance approval of the school site administration.
2. Types 3 and 5 (overnight trips) require advance approval of the school site administration and the Assistant Superintendent of Finance and Facilities.
3. Type 6 (out-of-state or foreign) requires advance approval of the Board of Trustees.

**NOTE: ANY FIELD TRIP THAT INVOLVES SWIMMING ACTIVITIES THAT ARE PROHIBITED BY BOARD POLICY (bay or ocean, white water rapids rafting, recreational boating, water skiing), REQUIRE BOARD OF TRUSTEE APPROVAL.**

## Rules for Field Trips 1, 2, 3, 4, AND 5: (Overnight or Day trips within the state)

- If there is an impact on a student's grade either positive or negative (this includes extra credit), **District must pay.**
- School districts, schools, programs and classes can seek and accept donations of funds as long as the donation is **truly voluntary** and not a prerequisite to participation in a program. **Donations cannot be made for a specific student; instead, they are made to a school or program.**
- When asking for donations for a field trip, provide the total cost of the trip and/or the per student amount and ask for a **voluntary** contribution. Samples of wording are attached.
- Fundraising is allowable and may be required. You may require students to attend a fundraising event; however, if they are unable to raise funds, you cannot prevent them from participating in an educational activity.

## Rules for Field Trip Type 5: (Out of state or country)

- District funds shall not be used to pay student expenses for out-of-state or foreign travel.
- Fundraising is allowable but only for the specific trip.
- Charging fees for out-of-state or foreign country travel is accepted since the District is legally unable to pay.
- Expenses of instructors, chaperones and other personnel participating in the field trip may be paid from district funds.

I.

STUDENT FEES LANGUAGE

California law does not allow school districts to charge fees to students for curricular and extracurricular activities. However, as you are aware, due to state budget cut backs, schools can no longer afford to fund many of these activities. Therefore, we are requesting voluntary donations from parents to offset the costs of these programs. Parents are not required to make donations and all students may participate in extracurricular activities regardless of whether their parents make a donation.

II.

PHRASES THAT CAN BE INSERTED INTO EXISTING FORMS

1. You are not required to purchase any of these items.
2. Donations are voluntary and all students will be allowed to participate regardless of whether a donation is made.
3. A voluntary donation of \$\_\_\_\_\_ is appreciated.
4. A \$20 donation to the art department is appreciated to help offset costs for this program and to maintain the quality of the art program that we have at \_\_\_\_\_.
5. Students who participate in the after school sports program are encouraged to support a one-time sports program donation of \$40, and a donation of \$25 per season for bus transportation. The program donation will help to cover the cost of uniforms, equipment, coaches, and officials for the year. The bus transportation donation will help to cover the cost of transportation to the away games during the season of sport.
6. We appreciate any donations made to this program.