

Rogue River School District 35

Code: **IICA-AR(2)**
 Revised/Reviewed: 3/13/08; 4/09; 3/20/18
 Orig. Code(s): IIC/IICA-AR-1

Field Trip Authorization Request

This form must be completed with budget codes, funds verified, approved by the administrator and submitted to the district office at least two weeks before the field trip and no less than three weeks prior to Board meeting for approval of Out-of-State trips.

Person in Charge of Trip: _____ Today's Date: _____

School: _____ Class/Grade/Group: _____

Number of Students: _____ Staff: _____ Parents: _____ Other Volunteers: _____

List All Chaperones: _____
 (List all Staff, Parent and Volunteer names going on field trip. All volunteers must have a completed a Criminal History Verification form and be on file prior to field trip.)

Purpose of Trip: _____

Destination: _____

Address: _____

Date of Trip: Departure: _____ Return: _____ Time of Trip: Departure: _____ Return: _____

Mode of Transportation: Bus Van Other (Describe _____)

Will you or any other staff member miss days of work? If "Yes" provide information about the number of days and the plan for accounting for them.

Estimated Cost Breakdown:		Budget Code: (Verify budget availability)
Substitutes	\$	
Transportation	\$	
Lodging	\$	
Meals	\$	
Miscellaneous	\$	
Total	\$	
Cost to Student:	\$	
Cost to Site:	\$	
Cost to District:	\$	

 Signature of Secretary/Bookkeeper Date
 (I have verified the Cost of the Field Trip and Budget Availability)

 Signature of Administrator Date

Describe monetary assistance in place for students and families in need: (specific description of how this assistance is communicated, accessed and funded:

Note: Prior to all field trips, student rosters must be submitted to the Attendance Office and parent permission slips on file.

Signature/Approval of Superintendent: _____ Date: _____
(Required for Overnight Trips)

School Board Approval Date (Out-of-State Trips Only): _____ (See Board policy IICA-AR(1))

*** Be sure to attach to this form: Written Plan, Tentative Itinerary (including: departure time and place, major events, proposed modes of travel, accommodations, planned stops, return time and place).**

How to complete the Field Trip Authorization Request Form

The Field Trip Authorization Request form must be completed with budget codes, funds verified, approved by the administrator and submitted to the district office at least two weeks before the field trip and no less than three weeks prior to Board meeting for approval of Out-of-State trips.

Person in charge of Trip: Print the name of the person responsible/requesting the trip,

Today's Date: Write in the date you completed the form.

School: Write the School Name.

Group/Class/Grade: Write the name and/or grade going on the field trip.

Number of Students/Staff/Parent/Other Volunteers: Write the number going for each category.

List Chaperones: Write the names of all adults going on field trip.

Purpose of Trip: Write the specific reason for the trip.

Destination and Address: Write the name and address of the field trip destination.

Date of Trip: Write the date of departure and return of the field trip.

Time of Trip: Write the time of departure and return of the field trip.

Mode of Transportation: Check mode of transportation.

Miss Days of Work: Check yes or no and explain how you are accounting for the days if checked yes.

Estimated Cost Breakdown: You must provide the costs associated with the field trip including substitute costs.

Call Carolyn Fuson at Ext 1109 to get estimated substitute costs. Call Rene at Ext 1101 for estimated transportation costs. Be sure to break down the total cost by student, site and district.

Budget Code: The school secretary/bookkeeper will verify that funds are available and provide the appropriate budget coding for each expenditure.

Signature of Secretary/Bookkeeper: Secretary's signature verifies that she reviewed the budget for fund availability.

Signature of Administrator: Administrator's signature approves the field trip and the estimated expenditures.

Describe Monetary Assistance: Explain any monetary assistance for students and/or families in need.

Be Sure to Attach to This Form: Written Plan, Tentative Itinerary (including: departure time and place, major events, proposed modes of travel, accommodations, planned stops, return time and place).