

**Please read the following to complete your overnight field trip forms to submit to the district for approval:**

Start:

What time the kids are to report to school and where.

What time the bus will leave the school.

Tentative bus arrival at camp. (or trip designation)

Then the itinerary of what the group will do for the entire trip.

This needs to have specifics as far as meals, any transportation, report to hotel at night and when lights are out. Then the next day begins with wake up call, breakfast time (where), time the group leaves for the day's activities, etc.

Time the group reports to load the bus to return home and where they meet for this. Tentative time bus arrives at BHS.

Where parent pick up is.

All information will need to be included for district approval.

**See next page for example.**

**Burbank Unified School District**  
**Office of the Assistant Superintendent for Instructional Services**  
**FIELD TRIP APPROVAL PROCEDURE CHECK LIST**  
 (Please refer to Board Policy 6153)

**THIS CHECKLIST MUST ACCOMPANY EACH FIELD TRIP REQUEST SUBMISSION, WITH EACH PROCEDURE CHECKED OFF, TO INDICATE COMPLIANCE WITH FIELD TRIP REQUEST PROCEDURE.**

**Check-Off Procedure**

	1. School site staff has completed background clearance of all chaperons.
	2. The exact names of chaperons must be included with the field trip request. "16 adults" is not an acceptable list of chaperones.
	3. Chaperons must stay in the same facility as students do on all overnight field trips.
	4. All students and chaperons will be transported as a group using the same mode of transportation.
	5. A one-day field trip that begins and ends at a school site requires the principal's signature.
	6. The field trip must begin and end at the school site.
	7. A field trip involving more than one day, or travel outside of California, or overnight travel or overnight stay requires the Superintendent's signature, as well as a field trip involving water or potentially dangerous activities. <i>If this is not the case, mark NA (Not applicable).</i>
	8. A field trip which is a competition, on a national, international, or invitational level, must be approved by the Board of Education. <i>If this is not the case, mark NA.</i>
	9. Pupils shall be under the supervision of a certified employee of the District plus other chaperones at least 21 years of age.
	10. Field trips that are overnight, out-of-state, or beyond 200 miles from the District must be supervised by a site administrator. Additionally, supervision must include at least one certificated employee and one paid District employee for every 35 pupils on the trip. <i>If this is not the case, mark NA.</i>
	11. The ratio of pupils to adults shall normally not exceed ten pupils per adult at the elementary/middle school level and 12 pupils per adult at the high school level. The ratio of adults to pupils is recommended to remain eight to ten on all field trips.
	12. Source of funding must be given in detail for cost of trip plus bus/airline whether via donation or other funding source. Appropriation numbers must be given where appropriate.
	13. Funding source must also be given, with appropriation number, for payment of substitute teachers.
	14. "Student Funded" is not an acceptable funding source, as we must be certain that no student is denied participation in a field trip due to lack of personal funds.
	15. Number of days students will miss school must be given, plus number of days substitute(s) will be required for teachers attending the trip.
	16. A detailed itinerary must accompany all field trip requests. We need to verify 24-hour pupil whereabouts, including Lights Out. <i>If this is not the case, mark NA.</i>
	17. It must be indicated when the required parent meeting has been held, forms filled out, and when the required student behavior contracts are signed and returned to the site.
	18. In accordance with BP 6153 insurance requirement, it must be indicated that the site has confirmed sufficient lifeguard presence where swimming activity is planned. <i>If this is not the case, mark NA.</i>
	19. Please use latest Field Trip Request Form.
	20. Please give the exact address and phone number of the field trip destination, in addition to the name of the event, i.e., not ABC Ski Lodge, but rather complete address.
	21. Describe overnight accommodations in detail: Name of facility, address and phone number. <i>If this is not the case, mark NA.</i>
	22. Do not send bus forms to the District. Sites are responsible for making bus arrangements.
	23. Signature of teacher requesting field trip.
	24. Signature of Assistant Principal and retains a copy of the details of the field trip.
	25. Signature of Principal and retains a copy of the details of the field trip.
	26. The school nurse has been made aware of any special medical needs or accommodations that students may require for this field trip at least 10 days in advance.
	27. School has received written parent permission for each child attending the field trip.
	28. The teacher in charge of this trip will take permission slips, parent phone numbers, and first aid kit on each trip.

**FIELD TRIP APPROVAL FORM**  
(To be completed by teacher in charge)

School: \_\_\_\_\_

Date \_\_\_\_\_

Type of trip: Day Field Trip (Requires Superintendent's signature if potential risk is involved, such as skiing, swimming, vicinity of poisonous snakes, or plane travel.)  
Extended (Overnight) Field Trip (Board or Superintendent approval required. Submit six weeks prior to date of activity.)

Day(s) & Date(s) of Trip: \_\_\_\_\_ Destination: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Class/Club: \_\_\_\_\_ Teacher in Charge: \_\_\_\_\_

No. of Pupils: \_\_\_\_\_ Total No. of Adults: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_ Appropriation No.: \_\_\_\_\_

Educational purpose of trip: \_\_\_\_\_

Chaperones: \_\_\_\_\_  
(list names)

Will a substitute be necessary? \_\_\_\_\_ If so, how many? \_\_\_\_\_ Appropriation No. \_\_\_\_\_

Describe overnight accommodations (if applicable): \_\_\_\_\_

Cost of trip per pupil: \_\_\_\_\_ How funded? \_\_\_\_\_

**REQUIRED SIGNATURES:**

All persons making the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.

I acknowledge that I have read, understand, and agree to follow all provisions of Board Policy 6014 and Accompanying Administrative Regulations. If a bus is used, I have provided instruction concerning the bus safety evacuation procedures prior to this trip or plan to provide such instruction prior to the commencement of the trip, as required by TITLE 5, Section 14255.

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Note: This form must be kept with the teacher during the entire activity, and a copy must be kept on file at the school site.

Distribution: White-School, Yellow-Teacher, Pink-Media Services (approved copy only)

Burbank Unified School District  
Office of the Assistant Superintendent for Instructional Services

REPORT TO THE BOARD

TO: Members of the Board of Education  
FROM: Jan Britz *JB*  
DATE: December 21, 2006  
SUBJECT: Approval of John Burroughs High School Vocal Music Association Extended (Overnight) Field Trip Request To Attend the Orlando Fame Show Choir America Competition in Orlando, Florida

**Background:**

Permission from the Board of Education is respectfully requested for the John Burroughs High School Vocal Music Association Extended (Overnight) Field Trip Request to attend the Orlando Fame Show Choir America Competition in Orlando, Florida. In addition to the Fame Show Choir America Competition, the pupils will visit one of the local theme parks (Disney or Universal).

**Discussion/Issues:**

One hundred (100) pupils will be transported by airplane to Orlando, Florida. In accordance with Administrative Regulation 6014, this field trip will be supervised by one certificated employee per every 35 pupils attending the trip. John Paramo, the assistant principal, will be the administrator in charge of the field trip. Mr. Jennings, two other certificated employees, and 15 parent volunteers will serve as chaperons for this field trip. All pupils attending will sign the Field Trip Behavior Contract.

The dates of the field trip are Thursday, March 15 through Monday, March 19. Mr. Jennings and the 100 pupils will miss three days of school.

Pupils will be staying at the Ramada Inn, 6500 International Drive, Orlando, Florida 32819 (407)345-5340. All pupils will sign a behavior contract before the trip. Mr. Jennings, the choir teacher, is conducting the mandatory parent meeting for the trip. All necessary field trip forms will be completed and dealt with according to Board Policy 6014.

**Fiscal Impact:**

There is no fiscal impact to the District. The cost of the trip is approximately \$1,100 per pupil which will be funded from a variety of sources, including fundraising, business sponsorships, parent contributions, and scholarships. No pupil has been turned away from this trip for lack of funds. Mr. Jennings will require a substitute for three days which will be funded by the VMA Booster Club. The pupils will miss three days of school.

**Recommendation:**

Jan Britz, Assistant Superintendent, Instructional Services, recommends that the Board of Education approve the John Burroughs High School Vocal Music Association Extended (Overnight) Field Trip Request To Attend the Orlando Fame Show Choir America Competition in Orlando, Florida March 15 through March 19, 2007.

Approved: J. Shapiro *J. Shapiro*