

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. Sites are responsible for 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 chaperons.
	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. All field trips 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.
	8. A field trip which is a competition on a national, international, or invitational level, must be approved by the Board of Education. If so, must attach a copy of the invitation letter/or information regarding the competition.
	9. Pupils shall be under the supervision of a certified employee of the District plus other chaperons 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 at least one certificated employee plus at least one paid District employee for every 35 pupils on the trip.
	11. Trips either more than a 200-mile radius from the school site, or overnight, which have more than 50 pupils, require accompaniment by an administrator.
	12. The ratio of pupils to adults shall normally not exceed ten pupils per adult at the 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.
	13. Source of funding must be given in detail for cost of trip plus bus/airline whether via trust fund or other program. Appropriation numbers must be given where appropriate.
	14. Source of funding must also be given, with appropriation number, for payment of substitute teachers.
	15. "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.
	16. Number of days students will miss school must be given, plus number of days substitute(s) will be required for teachers attending the trip.
	17. A detailed itinerary must accompany all field trip requests. We need to verify 24 hour pupil whereabouts, including Lights Out.
	18. 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, including time and location.
	19. In accordance with BP 6153 insurance requirement, it must be indicated that the site has confirmed sufficient lifeguard presence where swimming activity is planned.
	20. Please use latest Field Trip Request Forms.
	21. Destination (see form): Include the exact name, address and phone number of the event, not ABC Ski Lodge. Must attach a copy of the flyer/announcement regarding this event.
	22. Describe overnight accommodations in detail: Name of facility, address, and phone number.
	23. Do not send bus forms to the District. Sites are responsible for making bus arrangements.
	24. Signature of teacher requesting field trip. Please sign
	25. Signature of assistant principal. Please sign
	26. Signature of principal. Please sign