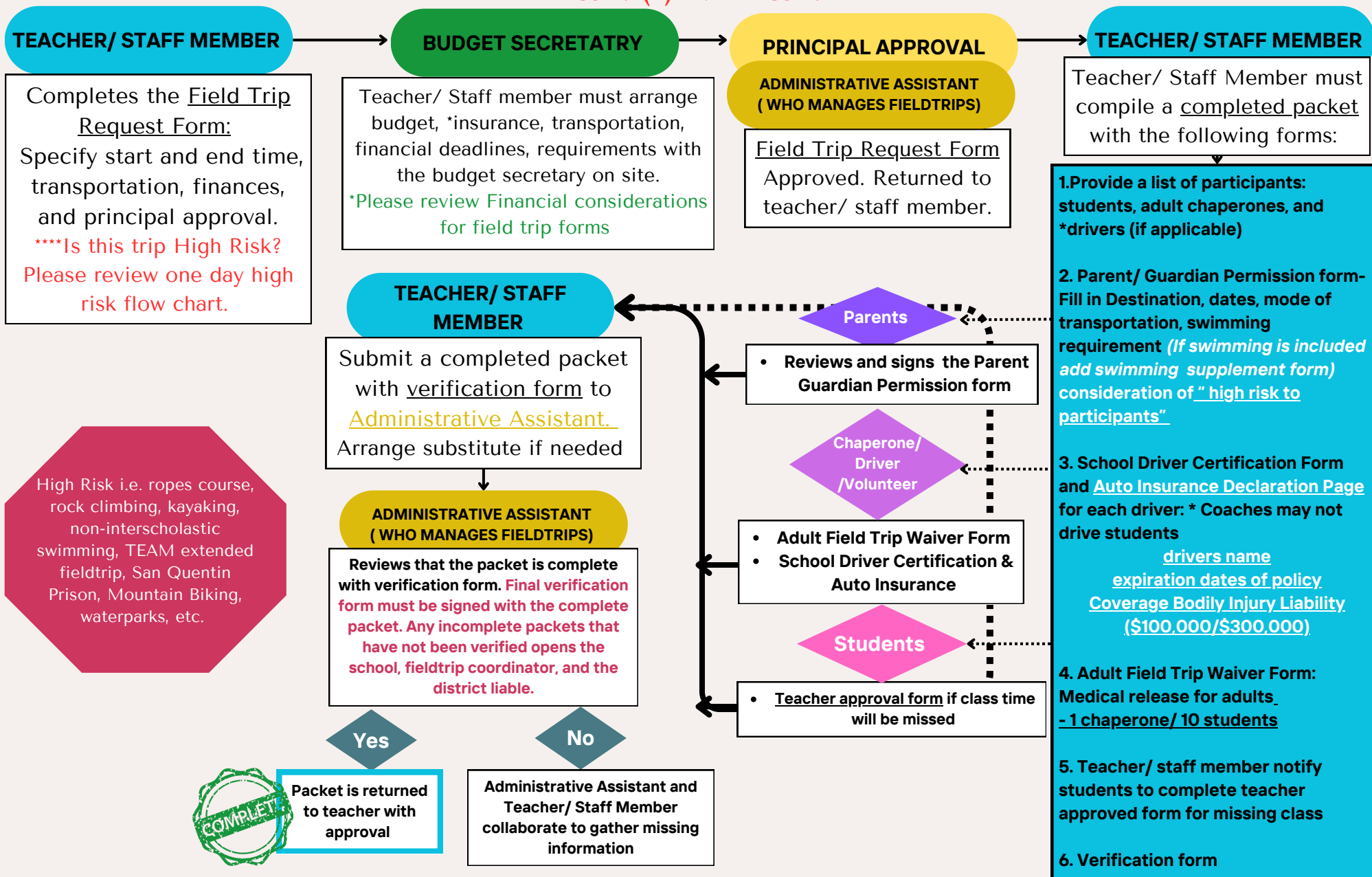


# FIELDTRIP REQUEST PROCESS: 1 DAY TRIP

( TAKEN ON SCHOOL DAYS OR NON SCHOOL DAYS \* EXCLUDING INTERSCHOLASTIC EVENTS )

SUBMIT A COMPLETE PACKET NO LATER THAN ONE WEEK PRIOR FOR ONE DAY FIELD TRIPS

IT IS YOUR REponsibility AS TEACHER/ STAFF MEMBER TO BE FAMILIAR WITH BOARD POLICY- BP 6153 AR 3541.1 (A) AND AR 3541.1



**TEACHER/ STAFF MEMBER**

Completes the Field Trip Request Form:  
Specify start and end time, transportation, finances, and principal approval.  
**\*\*\*\*Is this trip High Risk? Please review one day high risk flow chart.**

**BUDGET SECRETARY**

Teacher/ Staff member must arrange budget, \*insurance, transportation, financial deadlines, requirements with the budget secretary on site.  
**\*Please review Financial considerations for field trip forms**

**PRINCIPAL APPROVAL**

**ADMINISTRATIVE ASSISTANT ( WHO MANAGES FIELDTRIPS)**

Field Trip Request Form  
Approved. Returned to teacher/ staff member.

**TEACHER/ STAFF MEMBER**

Teacher/ Staff Member must compile a completed packet with the following forms:

1. Provide a list of participants: students, adult chaperones, and \*drivers (if applicable)
2. Parent/ Guardian Permission form- Fill in Destination, dates, mode of transportation, swimming requirement *(If swimming is included add swimming supplement form)* consideration of "high risk to participants"
3. School Driver Certification Form and Auto Insurance Declaration Page for each driver: \* Coaches may not drive students  
drivers name  
expiration dates of policy  
Coverage Bodily Injury Liability (\$100,000/\$300,000)
4. Adult Field Trip Waiver Form: Medical release for adults - 1 chaperone/ 10 students
5. Teacher/ staff member notify students to complete teacher approved form for missing class
6. Verification form

**TEACHER/ STAFF MEMBER**

Submit a completed packet with verification form to Administrative Assistant.  
Arrange substitute if needed

**ADMINISTRATIVE ASSISTANT ( WHO MANAGES FIELDTRIPS)**

Reviews that the packet is complete with verification form. **Final verification form must be signed with the complete packet. Any incomplete packets that have not been verified opens the school, fieldtrip coordinator, and the district liable.**

**Yes**

**Packet is returned to teacher with approval**

**No**

Administrative Assistant and Teacher/ Staff Member collaborate to gather missing information

High Risk i.e. ropes course, rock climbing, kayaking, non-interscholastic swimming, TEAM extended fieldtrip, San Quentin Prison, Mountain Biking, waterparks, etc.

