

Procedures for submitting a field trip application form:

1. Trip organizer completes Field Trip Application Form and submits to school nurse for review.
2. School nurse reviews all information and signs off on form.
3. Once signed by school nurse, trip organizer submits application with all necessary information to building principal for approval. Building principal approves or denies field trip proposal. If denied, notify trip organizer.
4. If approved, building AA enters proposed field trip on shared outlook calendar and sends proposal to district administration.
5. District administration receives trip proposal.
6. District administration approves or denies field trip proposal.
7. For local/in-state/one day trips District administration notifies the trip organizer of decision. Information is updated on shared field trip outlook calendar.
8. For out-of-state, out-of-country, or overnight field trips district administration submits field trip proposal to the full BOE for approval.
9. BOE approves or denies field trip proposal.
10. BOE notifies district administration of decision and District Administrative Assistant updates information on shared field trip outlook calendar.
11. Trip organizer receives cover sheet with decision noted.
12. Trip organizer notifies all necessary staff of approval or denial of field trip within one week of approval: (check and initial when complete) ☐ Administration _____ ☐ Nurse _____ ☐ Cafeteria _____ ☐ Other: _____

*** Please note that field trips in September and June are highly discouraged.**

- Local/In-State/One day Field Trips must be submitted to the Superintendent/Designee at least 30 days prior to the date of the proposed field trip.
- Out-of-State/ Overnight/Out-of-Country Field Trips must be submitted to the BOE at least 60 days prior to the date of the proposed field trip.

Steps to complete upon Final Approval of Field Trip:

1. Provisions for parent/guardian permission slips and student contracts and, where appropriate as a requirement, student contracts for behavior and learning expectations.
2. Notify cafeteria and nurses of the trip approval providing them with dates, time and # of passengers.
3. Supply grade level secretaries with a complete list of participants.
4. Have all permission slips and medications forms to the nurse at least 10 days prior to departure.
5. Designate staff to be in charge of medications and any other medical needs.
6. Make sure all volunteers meet BOE Policy 1027 and have had all necessary background checks as needed
7. Alert now list, if trip is out-of-country, state or overnight are prepared and given to secretary and the building principal.
8. Inform staff and chaperones prior to leaving of their responsibilities while on the trip.

These steps are not an exhaustive list of the steps that you may have to complete in order to have a successful field trip, but they are the steps that must be completed based on BOE Policy 5088. If you have any questions or concerns regarding the process please consult with your building principal.

School: _____

Grade(s): _____

Location: _____

Date(s): _____

COVER SHEET

This cover sheet must accompany the Field Trip Application Form for all steps of approval and then be returned to the trip organizer upon completion of the proposal/approval process.

- Local/In-State/One day Field Trips must be submitted to Central Office at least 30 days prior to the date of the proposed field trip.
- Out-of-State/Overnight/Out-of-Country Field Trips must be submitted to Central Office at least 60 days prior to the date of the proposed field trip.
- The steps for proposal and possible approval of all field trips must follow the below steps. Each step should be checked, signed and dated when complete.
- This form must be completed in its entirety. Incomplete forms will be returned to trip organizer. Section 9 must have all necessary signatures before district approval will be given.

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	Task	Date and Signed
☐	Trip organizer completes Field Trip Application Form and submits to school nurse for review.	
☐	School nurse reviews all information and signs off on form.	
☐	Once signed by school nurse, trip organizer submits application with all necessary information to building principal for approval. Building principal approves or denies field trip proposal. If denied, notify trip organizer.	
☐	If approved, building AA enters proposed field trip on shared outlook calendar and sends proposal to district administration.	
☐	District administration receives trip proposal.	
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☐	For local/in-state/one day trips District administration notifies the trip organizer of decision. Information is updated on shared field trip outlook calendar.	
☐	For out-of-state, out-of-country, or overnight field trips district administration submits field trip proposal to the full BOE for approval.	
☐	BOE approves or denies field trip proposal.	
☐	BOE notifies district administration of decision and District Administrative Assistant updates information on shared field trip outlook calendar.	
☐	Trip organizer receives cover sheet with decision noted.	
☐	Trip organizer notifies all necessary staff of approval or denial of field trip within one week of approval: (check and initial when complete) ☐ Administration _____ ☐ Nurse _____ ☐ Cafeteria _____ ☐ Other: _____	

Central Office Final Decision:

☐ TRIP APPROVED☐ TRIP DENIED

Torrington Public Schools Field Trip Application Form

1. LOGISTICS

Date of Application: _____ Person Proposing Field Trip: _____

Date(s) of Trip: _____ Departure Time: _____ Return Time: _____

Specific Destination: _____ (event/site and specific city, state)

(Must be submitted to Central Office at least 30 days prior to trip.)

☐ In State One Day Trip

(Must be submitted to Central Office at least 60 days prior to trip. All trips will require BOE approval.)

☐ Overnight In State Trip ☐ One day out of State Trip ☐ Multi-Day out of State Trip ☐ Out of Country Trip

Transportation: _____ (be specific/company name/if walking the route)

2. PARTICIPANTS

Class(es)/Students that are participating: _____ (attach list of names)

Is this list subject to change? _____ If yes, explain: _____

3. CHAPERONES

(Please note the number of chaperones needed along with names)

_____ Teachers: _____

_____ Paras/Support Staff: _____

_____ Parents/Volunteers: _____

_____ Nurse: _____

☐ Actual count or ☐ Estimated Count

If an estimated count, explain: _____

4. POSSIBLE COST OF TRIP TO DISTRICT

How many teacher substitutes will be needed to cover students not going on the trip? _____

How many para substitutes will be needed to cover students not going on the trip? _____

Number of days above substitutes will be needed: Teachers: _____ Paras: _____ Nurse: _____

Cost of above substitutes for class coverage (@\$100/day): _____

****Funding source for cost of subs (i.e. included in student cost, student activity account, etc.):**

The above number of substitutes is an ☐ Actual or ☐ Estimated count.

If an estimated count, explain: _____

If trip is outside of regularly scheduled school hours or on a weekend, will a custodian be needed for entry into the building? ☐ Yes (Additional OT costs may apply) ☐ No

Possible additional costs (please check all that apply)

☐ special transportation ☐ 1:1 chaperone ☐ food/meal ☐ IEP mandates ☐ chaperone background checks (overnight only)

☐ other: (specify) _____

Explain all checked boxes as specifically as possible and how the additional costs will be funded:

5. TRIP COST PER PERSON

Total cost of trip: _____ Explain the cost of the trip per person (admission, transportation, meals etc.): _____

6. FUNDING SOURCE – How will the trip be paid for

☐ Student	\$ _____	☐ District Budget	\$ _____
☐ Fundraising	\$ _____	☐ Grant <i>(specify)</i>	\$ _____
☐ School Activity Funds	\$ _____	☐ Other <i>(specify)</i>	\$ _____
☐ PTO	\$ _____		

How much of the total cost will each student be expected to pay? \$ _____

Will financial assistance be provided for those in need? ☐ Yes ☐ No Funding Source: _____

7. EDUCATIONAL PURPOSE

Educational Objective and Assessment Strategy: *(attach additional pages as necessary)*

8. ALTERNATE ACTIVITY

Description of what class(es)/Students not going on the trip will be doing during the trip:

9. SIGNATURES

Nurse: _____ (Signature indicates the nurse will be able to process all paperwork prior to date of field trip.)

Glucagon accommodations may be needed ☐ Yes ☐ No Nurse required to attend field trip? ☐ Yes ☐ No

Designated person responsible for medication Administration on the trip: _____

Principal: _____ ☐ Approved ☐ Denied

Assistant Superintendent/Designee: _____ ☐ Approved ☐ Denied

For out of state, out of country or overnight field trips only:

Superintendent/Designee: _____ ☐ Approved ☐ Denied

BOE Approval: _____ ☐ Approved ☐ Denied