

Overnight/Out of State Field Trip Check Off Form

Must be submitted to the Superintendent's administrative assistant six weeks prior to the date of travel for School District/Board approval so please plan accordingly.

Teacher Name: _____ Date of Field Trip: _____ Date of Application: _____

Destination: _____

This is the first step in organizing your field trip. It is important that the following information be obtained and completed before **turning** in your field trip packet.

Please determine who will be approving payment of your trip and check next to the appropriate name.

- | | |
|-------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Building/CTE – Principal | <input type="checkbox"/> Department – Department Chair |
| <input type="checkbox"/> ASB – ASB AP/Principal (overnight) | <input type="checkbox"/> ASB – Student Signature |

The field trip packet should contain the following

- Request for School Board Approval of Field Trip In state and out of state/Overnight field trip (Form 2320F1a)
- Overnight Field Trip Consent Form (2320F1)
- If the field trip includes an amusement park visit Form (2320b) must be included
- School Bus or Van Request Form. Complete one form for departure and one form for return if separate trips. (If more than one bus or van is required for a trip, a separate form must be filled out for each vehicle). Please note only District employees are able to drive District vehicles.
- District Travel Request Form for Absence completed for every staff member (including coaches) traveling with the group (whether a sub is needed or not) and a list of all volunteer chaperones (all volunteers must have a current volunteer packet on file). Please adhere to the chaperone to student ratio as per 2320P.
- Permission to carry non-prescription medication/Authorization for administration of medication at school
- Letter to Parents and School Board with purpose for the trip, itinerary, travel arrangements, hotel name, student's sleeping arrangements, chaperone list, meal plan, etc. Plan for supervision of activities and accommodations. Pool information must be included in this letter:
 - Hotel swimming pool will not be available (Option 1)
 - The hotel pool is available for use and is not supervised by a lifeguard. A chaperone must be present with students at the pool location at all times. (Option2)
- ASB and/or District requisitions for registration, accommodations and meals complete with addresses, costs and signatures. If you have already completed the requisition(s), you need to include a copy of each requisition with this packet to speed up the process of district approval.
- Purchase order number (if available)
- Student roster and approved chaperones (be sure to email list of students attending to the attendance office)
- If ASB Field Trip ASB Minutes must be attached

Please turn in the completed packet to bookkeeper's office if it's ASB or principal's assistant if it's General Fund/CTE for processing