

Same Day Field Trip Check Off Form

In-state (day only) field trips must be turned in three weeks in advance.

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 Administrator | <input type="checkbox"/> ASB – Student Signature |

The field trip packet should contain the following

- Request for Approval of Field Trip (Form 2320F2a)
- Field Trip Activities Consent/Clearance Form (Form 2320F2)
- Transportation Request Form (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).
- Parent Letter with all information regarding the trip.
- Information for District approval for the trip (supervisory letter including: itinerary, chaperones, etc.)
- Requisition for any expenses, including a copy of any prospective bills (event admission, etc.)
- 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