

Faribault Public Schools
Extended Trip Form

School _____ Group Making Request _____

Principal _____ Person in Charge _____

Check One:

_____ Instructional Trip (Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. Fees may not be assessed against students to defray direct costs of instructional trips.)

_____ Supplementary Trips (This category pertains to those trips in which students voluntarily participate and which may or may not take place outside the regular school day. Financial contributions by students may be requested.)

1. Destination: _____

2. Dates of Trip: _____ Number of School Days Missed: _____

3. Number of Students: _____

4. Grade Levels Included: _____

5. Suggested Supervision (one adult for 1-6 students; 2 adults for 7-12 students; and one adult for every 12 students thereafter.)

a. Staff Accompanying: _____

b. Other Adults Accompanying: _____

6. Prior to the trip, parents will be informed of the following:

- | | | |
|--|-----------|----------|
| a. Nature of the trip | Yes _____ | No _____ |
| b. Names of the adult sponsors | Yes _____ | No _____ |
| c. Emergency telephone number | Yes _____ | No _____ |
| d. Mode of transportation | Yes _____ | No _____ |
| e. Transportation waiver, if appropriate | Yes _____ | No _____ |
| f. Student Medical Insurance Coverage | Yes _____ | No _____ |
| g. Group Tour Insurance- coverage and cost | Yes _____ | No _____ |
| h. Procedure for sending a student home in case of emergency (medical, etc.) | Yes _____ | No _____ |
| i. Amount of spending money a child may need | Yes _____ | No _____ |
| j. Itinerary | Yes _____ | No _____ |

7. Describe the nature and objectives of the trip:

8. Transportation Information: How will student be transported:

- a. Bus _____ Name of Company _____
- b. Plane _____ Name of Airline _____
- c. School District van/s _____
- d. Private vehicle driven by responsible adult _____
- e. Other _____
- f. School District not responsible for transportation _____

9. Cost Factors:

- a. Trip funded by:
 - 1. School Account _____
 - 2. Individual _____
- b. Cost per person _____
- c. What provision has been made for students where money is a problem?

- d. For trips costing in excess of \$500 per person, what efforts have been made to acquire the most cost effective price?

10. Insurance Issues

- a. Will students need additional medical insurance coverage? _____

- b. Is group tour insurance being purchased? If so, what is the coverage and cost? _____

11. What is the procedure for sending a student home in case of emergency (medical, disciplinary, etc.)

12. Faculty members may not receive any salary remuneration relating to field trips from outside agencies nor arrange trips for financial gain. Is a portion of the funds provided by students paying for or reducing chaperone costs? Yes _____ No _____

Sponsor Signature _____ Date _____

Principal Signature _____ Date _____

Superintendent Signature _____ Date _____