PUEBLO SCHOOL DISTRICT 70
County

Field Trip Guidelines

APPROVED FORM 7/9/2025

FIELD TRIP PROCEDURES

1. Review the Board Policies for **Fundraisers JJE**, **Field Trips IJOA**, **Field Trips IJOA R**, and **Student Travel JJH**, (PLEASE NOTE: If you are looking for Pueblo County School District 70 Board Approval you will need to follow the recommended guidelines: *2 months in advance for out of state/4 or more overnight. 6 months in advance for out of country trips.*)
2. Complete the Application document. **Application for Off Campus Field Trip**
3. Principal or designee is to:
    a. Review the application to ensure guidelines are met.
    b. Sign the application once satisfied that the proposed trip is acceptable. *If this is a request that would need Board approval then proceed with the following steps. If not, file for your records.*
    c. Send the application along with any other documentation to the District Activity/Athletic Coordinator. Adam Baumgartner - Email: ***abaumgartner@district70.org***
4. District Activity/Athletic Coordinator is to:
    a. Review the application with Administrative Team for approval or not approved
    b. If approved sign the application
    c. Send the application to the Pueblo County School District 70 Board of Education Secretary. Kimberly Rein - Email: **krein@district70.org** (Include school requesting approval)
5. Pueblo County School District 70 Board of Education Secretary is to:
    a. Coordinate with requesting school for placement on the Board of Education meeting agenda.
6. Presentation at the Pueblo County School District 70 Board of Education Meeting
    a. Presentor(s) will share a brief outline of the requested trip, answer potential questions, etc.
    b. Board will then vote on the approval of the requested trip. *Proceed with the following steps if approved.*
7. Informational Parent Meeting (Required for all out of state, out of country and overnight trips longer than three days.)_____ **(date meeting held)**. (*This informational meeting must include the information that students must comply with all school rules as well as Pueblo County School District 70 policies during any sanctioned off-campus activity.)*
    a. Plans for the approved trip
        i. Destination, Dates, Objectives, Itinerary
        ii. Cost Breakdown, Travel, Lodging, Meals, ETC
        iii. Funding: Approved Fundraisers, Direct cost to families
        iv. Volunteers/Chaperones (Make sure they have been cleared through Human Resources to be working with our students.)
8. Fundraising
    a. Begins after Board approval for trip
    b. Payments for trips are completed according to the district policies and procedures.
    c. All receipts turned into the office to be reconciled and where appropriate (in state) no tax on receipts.
9. Transportation
    a. **First Student Bus Request Form** filled out and submitted to the appropriate building supervisor for school bus use.
    b. Charter Carrier - contract for the bus has been approved by Business Services
10. Other
    a. **Parent Permission Forms** are signed and a copy on file at the school.
    b. **Medical Authorization Forms** signed for all students and a copy on file at the school.
    c. Roster of students attending the trip is sent to the Principal of the school 2 weeks in advance. (name, address, emergency contact number)
    d. Notified school nurse and lunchroom supervisor of date(s) of field trip 2 weeks in advance.

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APPLICATION PAGE 1

Please complete the information requested and submit to your Principal, Director/Coordinator, and School Board for approval, in accordance with Board Policy JJH.

Application for Off Campus Field Trips

Name of School:	
Group Requesting Trip:	
Faculty Member in Charge:	
Destination:	
Dates of the Trip:	**Departure Date:** **Return Date:**
Number of school days missed:	
Number of student involved:	**Female:** **Male:** **Total:**
Description and objectives for trip:	

Students Attending - attach a separate sheet if needed

First & Last Name	First & Last Name	First & Last Name	First & Last Name

Chaperones Attending: *Minimum of 1 person required to have CPR/First Aid Certification.

Name	Position	Phone Number	Email	First Aid, CPR, AED, Medical Administration

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APPLICATION PAGE 2

Financial Breakdown for Trip

Summary Breakdown	**Description** (Include Type: First Student, Hotels, ETC.)	**Proposed**
Cost of Transportation:		$
Cost of Lodging:		$
Cost of Meals:		$
Other Expenses:		$
Total Expenses:		$
Cost per Student/Chaperone		$
Estimated Fundraiser Amount:		- $
Estimated Maximum Cost per Student, Chaperone		$ "Out of Pocket Expense"

If using a an outside transportation agency

Is the carrier licensed for trips involving/over Mountain passes? Yes _____ No _____ N/A _____

*Please Attach: Certificate of Insurance from the facility owner or transportation company naming **Pueblo County School District 70** as additional insured. *Minimum limits of coverage are $1,000,000 per occurrence.*

Insurance

Please check all that apply, or if a Student Field Trip Accident Insurance Policy is purchased through the travel agent or as a separate add-on cost by the student and sponsors, please check what is included in the policy.			
	Transportation cancellation insurance		Non Medical Emergency Evacuation
	Travel Delay Insurance		Air Flight Accidental Death & Dismemberment
	Medical Insurance/Emergency Evacuation		Baggage/Personal Effects Loss & Delay
	Repatriation of Remains.		Student/sponsor death insurance

Health and Safety Arrangements

Student Medications:	
Nearest Medical Facility:	

Note: Only the school board is authorized to enter into any contract on behalf of the school district with third parties. Failure to obtain Board approval on any school district contract may result in denial or rejection of approval of the activity. Any fundraising must be completed AFTER the trip is approved and/or authorized.

_____ _____ _____ _____

Requester/Sponsor **Date** **Principal** **Date**

_____ _____ _____ _____

AP/AD **Date** **District Activity/Athletic Coordinator** **Date**

_____ _____

School Board Presenter(s) **Date presented to School Board**

END OF APPLICATION

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ORGANIZATIONAL PLANNING

Optional for planning purposes

Proposed Itinerary			
Date	**Destination**	**Activities**	**Lodging/Meals**

Transportation Costs		
Type	**Description**	**Estimated Cost**
District Small Vehicle (40 cents per mile is a good estimate for the use of the vehicle)		
First Student ($65 dollars per hour is the charge for the bus driving or sitting, add 2 hours to your trip as they will have an hour on both ends prep & clean-up)		
Charter Carrier (Quote and contracts get approved through the BSC office)		

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Lodging Cost		
Type	**Description**	**Estimated Cost**

Meal Cost		
Type	**Description**	**Estimated Cost**

Other Expenses		
Type	**Description**	**Estimated Cost**

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PUEBLO 70 County School District

ACTIVITY & ATHLETIC PROGRAM FUNDRAISING

TO BE COMPLETED BY THE COACH/SPONSOR BEFORE ANY FUNDRAISING MAY BEGIN. ONCE PERMISSION IS GRANTED AND THE ACTIVITIES DIRECTOR SIGNS AND RETURNS THE PAPERWORK, ALL FUNDS COLLECTED ALONG WITH A COPY OF THIS SHEET MUST BE TURNED IN TO THE OFFICE SECRETARY WITHIN 48 HOURS OF THE CONCLUSION OF THE FUNDRAISER. IF CASH IS ACCEPTED BY THE COACH/SPONSOR, A COPY OF THE REQUIRED CASH RECEIPTS FOR THAT CASH MUST ACCOMPANY THIS SHEET.

Activity/Athletic Program_____

School Representative/Contact Person_____

Fundraising Start Date:_____ **End Date:**_____

Type of Fundraising_____

Purpose of Fundraising_____

Anticipated amount to be raised_____

_____ _____ _____

Sponsor/Coach Signature **Activities Director Signature** **Date request was submitted**

	Deposit 1	Deposit 2	Deposit 3
Checks	$	$	$
Cash	$	$	$
Coin	$	$	$
Totals	$	$	$
		Grand Total	$

_____ _____ _____

Date **Sponsor initials** **Office initial**

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TRANSPORTATION REQUEST FOR TRIPS

SCHOOL:_____ GROUP:_____

DATE OF TRIP:_____RETURN DATE:_____

DESTINATION:_____

LOAD TIME:_____LOAD PLACE:_____

DEPARTURE TIME:_____

RETURN TO SCHOOL TIME:_____

PICK UP/DROP OFF: _____YES _____NO _____BUS STAYS

Number of passengers (Include teachers/chaperones):_____

Number of buses requested:_____Special Needs: _____YES _____NO

If so, please specify Special Needs:

_____
_____
_____

***BUDGET CODE TO BE CHARGED:_____**

Person requesting trip:_____Date:_____

(Print/Sign)

Approved by:_____Date:_____

(Building Administrator, Print/Sign)

PLEASE SEND COMPLETED FORM TO: Heidi.Richardson@firstgroup.com, Deanne.Atteberry@firstgroup.com, Justin.Moss@firstgroup.com AND Accountspayable@district70.org.

***REQUIRED**

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SCHOOL_____

PERMISSION TO PARTICIPATE/ ACKNOWLEDGEMENT OF RISK, ASSUMPTION OF PERSONAL RESPONSIBILITY AND INDEMNITY

I/We, the undersigned Parents/Guardians of _____(herein Child), hereby give our consent and permission for our child to participate in and attend the_____(Activity) which shall occur on following dates:_____

I/we understand that during my child's participation in the Activity; he/she may be exposed to risk or possible injury but not limited to _____. I/we understand that I/we assume the risk for any injuries or damages resulting from my child's participation in this activity. I/we have accepted responsibility to verify with my physician that my child has no physical or psychological problems that would prohibit his/her participation in the activity.

I/we understand, and my son/daughter agrees, that my son/daughter is to adhere to all school and Pueblo County School District 70 student policies and procedures, including disciplinary policies and procedures, while on this trip. I/we grant permission to the Sponsors to do what is recommended and necessary to control or modify any behavior by my son/daughter who they (sponsors) perceive as being a violation of these policies and procedures and to do so in a manner that promptly solves the perceived violation.

I/we, in return for my child's opportunity to participate in the Activity do hereby exempt and release Pueblo County School District 70, its directors, officers, employees, volunteers and agents from any and all liability, claims, demands or actions whatsoever arising out of any damage, loss or injury that my child or I/we might sustain while my child is participating in the activity, whether or not such damage, loss or injury results from the acts or omissions of Pueblo County School District 70, its directors, officers, employees, volunteers or agents. I/we understand that if I/we do not sign this Release, then my child will not be permitted to participate in the Activity. I/we hereby represent that I am/we are 18 years of age or older, and that I am/we are the parent(s) guardian(s) of the Participant.

Pueblo County School District 70 reserves the right to cancel any trip or activity, for a single participant, number of participants or the entire group at any time it believes it is necessary for the health or safety interest of students and/or staff members. If such action is made, the District does not assume any liability for any loss or damage related to the cancellation decision.

I/we further acknowledge that no representations or promises by Pueblo County School District 70 representatives have been made to induce me to sign this Release. I/we further agree to indemnify, hold harmless and defend Pueblo County School District 70 from any claim, cause of action or demand, of any sort or nature, which may at any time be filed or asserted by the Participants participation in the Activity which indemnification shall include any costs and attorneys' fees that may be incurred as a result of any claims, causes of action or demands. This release is valid and effective whether the damage, loss or injury is a result of any act or omission on the part of Pueblo County School District 70 or its agents, volunteers, or employees. I understand that I voluntarily give up my right to sue the above-mentioned parties.

I ACKNOWLEDGE THAT I HAVE CAREFULLY READ THIS WAIVER AND RELEASE AND FULLY UNDERSTAND THAT IT IS A RELEASE OF ALL LIABILITY AND A WAIVER OF ANY RIGHT THAT I MAY HAVE ON BEHALF OF MYSELF AND/OR MY CHILD/WARD TO BRING LEGAL ACTION OR ASSERT CLAIM FOR INJURY OR LOSS OF ANY KIND AGAINST PUEBLO COUNTY SCHOOL DISTRICT 70 IF ANY ATTEMPT FOR CLAIM IS MADE, I UNDERSTAND I WILL BE RESPONSIBLE FOR ALL DEFENSE COSTS INCURRED.

I HAVE HAD SUFFICIENT OPPORTUNITY TO READ THE ABOVE, BEEN GIVEN THE OPPORTUNITY TO ASK QUESTIONS, CONSIDER ITS EFFECTS, UNDERSTAND THIS ENTIRE DOCUMENT AND AGREE TO BE BOUND BY ITS TERMS.

_____ _____

Signature of Parent/Legal Guardian **Date**

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MEDICAL AUTHORIZATION

I/We, the undersigned Parents/Guardians of _____(Student), understand that Student may need medical attention during the trip or activity. I/We hereby give our consent and permission for the above-named Student to (1) be treated by any medical provider, nurse, physician or surgeon as may be deemed necessary by Pueblo County School District 70, its agents, servants or employees during the trip or activity; (2) be administered medication and or emergency first aid care by Pueblo County School District 70 staff as may be necessary, appropriate or planned for; (3) receive treatment in hospitals, medical offices, clinics or elsewhere in the event of accident or illness. In the event that Student needs such medical attention, Pueblo County School District 70 staff will attempt to contact me/us or other people named on this form. Additionally, I/We hereby understand that Pueblo County School District 70 staff will grant and authorize Pueblo County School District 70 staff to take whatever action is deemed necessary in their judgment for the medical or emergency healthcare treatment of aforesaid Student.

I/We understand that the District does not provide health or medical insurance for students. I/we further understand that I/we are responsible for payment of all health, medical and emergency care treatment provided for my child while participating on this trip.

I/We understand and agree that neither Pueblo County School District 70 nor its agents, servants or employees are responsible for obtaining or for the result of any medical or emergency treatment rendered or supplied to the student. I/we further agree to indemnify, hold harmless and defend Pueblo County School District 70, from any claim, cause of action or demand, of any sort or nature, which may at any time be filed or asserted arising out of any form or the lack of medical or emergency treatment rendered to the Student.

List any allergies, medications or other medical problems for your student:_____
_____
_____
_____
_____

My child has an Individualized Healthcare Plan ("IHP"), Section 504 Plan or IEP: Yes:___ No:_
If yes, I have discussed this plan with the sponsor of this activity. Yes:___ No:__

Parent/Guardian Home/Cell Phone _____

Parent/Guardian Work Phone _____

Alternate Emergency Phone Number_____

Insurance Company_____

Policy Number _____

The Parent/Guardian by his/her signature hereto fully agrees and consents to the foregoing.

Signature of Parent/Legal Guardian_____ Date_____

POLICIES

File: JJE

Fund-Raising and Solicitation

Fund-raising efforts shall be authorized under conditions that do not conflict with instructional programs. Fund-raising refers to the raising of non-appropriated funds for the educational benefit of students and their school funds.

Fund-raising shall be permitted by students attending Pueblo School District No. 70 schools provided such activities are approved, documented, monitored, and regulated by the school principal or designee. Door-to-door solicitation is strongly discouraged for all students. However, if individual schools deem door-to-door sales will be done, parental supervision is advised for the safety of all students.

Adopted: October 20, 1998
Revised: February 17, 2004
Revised: February 2, 2021
Revised: June 21, 2022
Revised: October 10, 2023

File: IJOA

Field Trips

Field trips designed to stimulate student interests and inquiry and provide opportunities for social growth and development are considered appropriate extensions of the classroom. To the extent that they provide the most effective means for accomplishing general curriculum objectives of district schools, field trips may be authorized by the building principal upon review of the office of instruction.

To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation of the class and opportunities for students to assimilate the experience during and at the conclusion of the trip. To this end, teachers and principals shall be expected to consider the following factors in selection of field trips:

1. Value of the activity to the particular class group or class groups
2. Relationship of the field trip activity to a particular aspect of classroom instruction
3. Suitability of the activity and distance traveled in terms of age level
4. Mode and availability of transportation
5. Cost

Adopted: March 27, 1978
Revised: January 20, 2004

LEGAL REFS.: C.R.S. 13-22-107 *(parental liability waivers)*
C.R.S. 40-10-116 (1)(b)

CROSS REFS.: EEAFA, Extracurricular Activity Buses/Field Trips/Special Events Transportation
EEAG, Student Transportation in Private Vehicles
JJH, Student Travel

Field Trips

Educational field trips shall be planned and conducted in accordance with the following guidelines:

1. The teacher shall review the educational value of the field trip with the principal and receive the principal's approval prior to making arrangements for the field trip.

2. A parental permission slip is required for each student participating in the trip, including walking or bicycling excursions. Slips will be available in each school office.

3. The teacher will provide the parents with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, estimated time of return, and a detailed itinerary when a field trip will extend beyond a school day.

4. One or more adults in addition to the teacher will accompany each class on field trips unless otherwise approved by the principal. Teachers are responsible for informing accompanying adults of their duties and responsibilities.

5. The teacher should review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of the students. Students who cannot be self-controlled or teacher-controlled may be excluded from field trips.

6. The teacher planning the trip will be responsible for arranging an appropriate educational experience and supervision for students who do not participate in the field trip.

7. Students' safety will be a primary consideration, with first aid kits required on all field trips.

8. For the elementary grades, the buddy system, or partners, is recommended to insure constant awareness of each student's whereabouts, needs and participation.

9. Should an emergency occur the teacher is responsible for notifying the principal by telephone as soon as possible.

10. School buses ordinarily will be used for transportation. Commercial carriers may be used for certain trips.

11. The use of private vehicles by staff members for transporting small groups of students may be authorized in certain instances, provided the driver has the required liability insurance. Transportation by students and parents will not be permitted.

12. Requests for school bus transportation will be channeled through the principal to the director of transportation.

13. Any requests for special commercial transportation will be submitted to the principal.

14. Students will not be permitted to leave the field trip group during the trip unless prior arrangements are made by their parents.

15. If students return to the school from a trip after school hours, the teachers and the principal will make provisions for their safe departure home, taking into account the age of the students and the hour.

Approved: March 27, 1978
Revised: January 20, 2004

Student Travel

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve and evaluate student activity trips and to ensure that all reasonable steps are taken for the safety of the participants.

These guidelines and procedures shall ensure that all student activity trips have the approval of the superintendent and the principal and that all overnight trips and trips exceeding 300 miles round trip have the prior approval of the superintendent or Board of Education.

Adopted: February 17, 2004

LEGAL REFS.: C.R.S 13-22-107 *(parental liability waivers)*
C.R.S 40-10-116 (1)(b)

CROSS REFS EEAG, Student Transportation in Private Vehicles
IJOA, Field Trips

HOTEL ACCOMODATIONS

Only one student per bed when teams/groups travel overnight and stay in hotels. Although there is an increase in cost for either the district or the teams/groups (if they are paying for their own rooms) it diminishes the districts and coaches liability as it pertains to students sleeping in the same bed with other students. If a team/or group can place students into cots, roll-away beds, or pull out couches in a hotel room that will permissible, but the coach/sponsor must also understand that if they use cots that they purchase to save money in their budget, they will also be required to use those cots when the district pays for their rooms for regional or state competition.

Credit Cards for Hotel Reservations

1. Please make reservations for your stay directly with the front desk of the hotel in which you are planning to stay. *(Number of rooms, rooming list, Bus driver room if applicable, etc.)*
2. Work with your school secretary on getting the correct paperwork filled out for your stay: Credit Card Authorization, Tax Exempt Paperwork, ETC.
3. Communicate potential changes to room reservations as your numbers may change.
4. DO NOT USE THIRD PARTY SITES TO MAKE RESERVATIONS - These sites charge tax and will not remove it from their charges. (Examples: Hotels, Expedia, Orbitz)

Fundraising & Accounts

All fundraisers must be approved by the building Principal or Activity/Athletic Director. **Fundraising Approval Form** If you receive donations in the amount of $500 (materials, services, equipment, cash or check) or above you will need to fill out the following form so it can be Board Approved. **Donations in $500 or above**
Do not create a personal bank account to have your fundraising deposited. This will result in termination of your job. Please make sure you are following the district's policies and procedures on handling money.

P.O Procedures

1. Please plan ahead as it takes 3 days to process your PO. Checks are processed on Thursdays.
2. Coach/Sponsor is responsible for:
    a. Filling out an S.O.P. (Standard Operating Procedure) and getting approval for purchase from your AD before an order is placed.
    b. Getting a quote from your vendor and getting it to your Athletic Secretary for a PO
    c. Picking up your order from your Secretary after it has been verified and checked in.
    d. You are NOT allowed to order 1st and then bring paperwork to your AD/Secretary.
    e. If you need a check for a team meal you will need to get that paperwork in and approved the week before you need the check so there is plenty of time to process a check.
    f. All items are to be shipped to the school. NEVER your home address.
3. Athletic Secretary is responsible for:
    a. Entering the PO once they have received the approved S.O.P. and quote.When ordering items such as clothing/uniforms/hats/shoes, all items need to be itemized by size, description and price and need to be separated by lines on the requisition.
    b. Sending the PO copy to the vendor placing the order
    c. Checking in the order and verifying that everything has been received against the PO once it arrives.
    d. Contacting the coach/sponsor to pick up their order
    e. Sending the invoice to Accounts Payable at accountspayable@district70.org with an ok to pay once all items have been verified.
4. Athletic Director is responsible for:
    a. Signing off for approval of all S.O.P. (Standard Operating Procedure) forms and getting them to their Secretary for a Po to be entered.
    b. Approving all PO's that are entered into the system

P-Card Procedures

1. Coach/Sponsor is responsible for:
    a. Reserving a P-CARD in advance when needed.
    b. Filling out an S.O.P. (Standard Operating Procedure) and getting approval for purchase from your AD before making a purchase.
    c. Checking out the P-CARD with the Secretary and bringing it back the next business day. (Sign checkout/checkin log)
    d. Checking your receipt before you leave a business making sure there is no tax charged. If tax has been charged make sure it has been fixed before you leave. Returning the P-CARD the next business day along with the **ITEMIZED** receipts **WITHOUT TAX. 20% Gratuity is acceptable for a dine in restaurant charge.**
2. Athletic Secretary is responsible for:
    a. Making sure the coach/sponsor signs the P-CARD Procedures Form once a year.
    b. Make sure that you have Jamie's contact information with all checkout P-Card's and let the person know that they need to call Jamie with any issues. She is the person who can fix issues. **DO NOT** use your own card and want a reimbursement.
    c. Checking out P-CARD with approved S.O.P. with a tax exempt certificate. (Sign checkout/checkin log)
    d. Please remind the person checking out the card to let the cashier know before anything rings up that it is a tax-exempt purchase and to check their receipt before they leave. If there is tax, please ask to have it corrected before leaving the store.
    e. If a P-CARD isn't returned the next business day you are responsible for contacting them.
    f. Tax - Checking receipts as soon as they are brought back, take the time to check the receipt for tax. If there is tax, please ask that person to go back and get the refund for the tax.
    g. No receipts - Missing documents – This form needs to be filled out by the person who made the purchase and did not bring the receipt back. **Not the Secretary.**
    h. Checking receipts against the charges in JP Morgan Chase and processing a PO for each charge.
3. Athletic Director is responsible for:
    a. Signing off for approval of all S.O.P. (Standard Operating Procedure) forms and getting them to their Secretary for a Po to be entered.
    b. Approving all PO's that are entered into the system
    c. Making sure that all coaches/sponsors are aware of all rules and regulations.

P-Card Misuse/illegal use

1. Over charging for meals that the district pays for will be taken out of the team's activities account. If the coach/sponsor charges more than allowed, there must be a form signed by the coach/sponsor attached to receipts stating that the coach/sponsor understands the funds will be taken from his/her activities budget.
2. Pictures of P-Card or sharing of P-Card is not acceptable and will result in removal of card and disciplinary action.

1. CONSEQUENCES for tax, no receipts, misuse/illegal use

-Coach

    a. 1st time: Verbal warning from AD/Principal.
    b. 2nd time: Written warning-coach must fill out a form as to why policy was not followed. Written Warning will come from school Administration (AD/Principal)
    c. 3rd time: The coach's credit card use/privilege will be removed for the remainder of the school year.

2. CONSEQUENCES-for tax, no receipts, misuse/illegal use

-School

    a. 1st time: Verbal Warning and receipts will be sent back to the school to rectify the situation and a form must be sent back with receipts if the situation can not be rectified i.e. tax on receipt. The Business Services office will give the verbal warning to the Athletic/Activities Department.
    b. 2nd time: Written Warning sent along with receipts to rectify the situation and a form must be sent back with receipts as to why the situation occurred. Written warning will come from the Business Services office.
    c. 3rd time: Card is taken from the school for the remainder of the school year.