

## FIELD TRIP REQUEST

**INSTRUCTIONS:** This form is required for all field trips. **Please sign electronically and route to your principal for approval.** *After* your trip has been approved by the principal, send out the Field Trip Authorization Form via ParentSquare to your families. Affirmative responses to all items below are required for field trip consideration.

### SECTION 1 – TRIP DETAILS

School \_\_\_\_\_ Name of Class/Group \_\_\_\_\_ Today's Date \_\_\_\_\_

Leave Date \_\_\_\_\_ Leave Time \_\_\_\_\_ Return to School Date/Time \_\_\_\_\_

Pick Up Location \_\_\_\_\_ Number of Students \_\_\_\_\_ Number of Adults \_\_\_\_\_

Student/Adult Ratio \_\_\_\_\_ Destination \_\_\_\_\_

Destination Address \_\_\_\_\_

Purpose of Trip \_\_\_\_\_ Sub needed for (choose one): AM  PM  All Day

Budget Code \_\_\_\_\_ Requesting Staff Member \_\_\_\_\_

Does this trip provide a viable alternative for meeting relevant district goals and learning objectives? Yes  No

Are students prepared for this trip as well as for any follow-up activities? Yes  No

### SECTION 2 – TRANSPORTATION

What **MODE OF TRANSPORTATION** will you be using? Check one of the following and attach applicable forms:

School Bus (52 passengers, 2 to a seat)  District Vehicle  Walking  Charter Bus\*  Private Vehicle\* (Volunteer transporting students)  Rental Car\*  Employee Vehicle\* (Employee transporting students)  Airplane

Are there any special instructions required? (number of wheelchairs needed, storage space, number of harnesses, etc.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \*Additional forms and approvals needed

### SECTION 3 – RISK MANAGEMENT/OTHER

Is the supervision adequate considering the planned activities and surroundings? Yes  No

Do all parent/guardian volunteer chaperones have a current volunteer form on file with the district? Yes  No

Names (first and last) of Volunteers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Trip Itinerary attached? Yes  No  (For overnight trips, attach all pertinent information)

Will the school nurse/health aide been notified and provided with the date of the trip, name of group, and destination?

Yes  No

Parent/guardian permission forms will be completed via ParentSquare. Yes  No

If fundraising is necessary, it will be or has been done in accordance with ASB & RSD policy and procedure.

Yes  No  NA

Have provisions have been made for students unable to pay for the cost of the trip?

Yes  No  NA

**REQUESTOR (Teacher/Staff) SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PRINCIPAL SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

YES, Request is Approved  NO, Request is **NOT** Approved

**A COPY OF THIS FORM WILL BE SENT TO NOTIFY SCHOOL OF APPROVAL OR DENIAL**