

FULTON COUNTY BOARD OF EDUCATION
IN/OUT OF SYSTEM ATHLETIC FIELD TRIP
REQUEST/APPROVAL FORM

School _____ Date submitted _____

Destination of trip and venue _____ Date(s) of trip _____

Destination Address _____ City, State, Zip _____

(Please check one) Local _____ In State _____ Out of State _____ Out of Country _____

Sport/Name of Organization Taking Trip _____

Purpose of Trip _____

Name of coach(es)/sponsor(s) participating in trip _____ Emerg. Ph. # _____

Number of students _____ Number of chaperones _____ (Ratio for High 12:1)

School Activity Bus _____ Trans. Dept. Fleet Bus & Driver _____ Comm. Carrier _____ Private Car _____
(You cannot rent passenger vans for any school/athletic events)

Itinerary – attach Agenda _____

Total per student cost of trip _____ Actual cost to student or family _____

Source of funding _____

If trip is during instructional time, what financial arrangements will be made for students who cannot afford to pay their own costs?

Number of days out of school _____

On-site activities _____

Person submitting request _____
(Please print name) (Signature)

School Athletic Director _____
(Please print name) (Signature)

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_____ Approved _____ Not Approved _____ Approved _____ Not Approved

Principal _____ Date _____ Area Superintendent _____ Date _____

_____ Approved _____ Not Approved

County Athletic Director _____ Date _____ Deputy Superintendent _____ Date _____

See Reverse Side for Instructions

INSTRUCTIONS

Purpose of Trip – Identify the name of the group/grade level(s) and the general purpose of the trip.

Number of students – Approximate number of students to participate.

Itinerary – Identify a specific schedule (may be attached), lodging, etc.

Total cost per student – Include cost of travel, admission, meals, lodging, etc. (A dollar amount must be included.)

Actual cost to student or family – The amount paid by the student or family, not to exceed established maximums per level. **ES=\$250, MS=\$300, HS=\$500**

Source of funding – State how the trip will be financed (examples: cost center budget, PTA donations, family donations, etc.)

Number of days out of school – Zero days unless approved by the deputy superintendent (or designee).

1. Athletic field trips shall not be authorized during the first two weeks or the last two weeks of the school year. This restriction does not apply to after-school performance activities.
2. Teachers and/or adults approved by the principal will be permitted to accompany transported groups for supervisory purposes.
3. No field trips involving system buses will be scheduled during regular busing hours: 7:00-8:45 a.m. and 1:00-5:00 p.m. Principals shall approve only those field trips, which allow the bus to return to school by 1:00 p.m. No field trips are conducted when the school is having an irregular dismissal schedule, such as parent-teacher conference days, teacher workdays, registration days or when school is closed because of inclement weather.
4. The use of system buses for field trips will be contingent upon the availability of vehicles and the scheduling of regular school transportation. Private carriers may be used for field trips, provided the carrier has adequate liability insurance equal to or greater than vehicles owned by the Board. The school will pay total cost of private carrier.
5. Any field trip scheduled using a school activity bus will require that the Director of Transportation be notified prior to the trip and receives a copy of the field trip approval form (Field Trip Request form 01-91-92) prior to the trip date.
6. Any field trip scheduled utilizing a vehicle from the Transportation Department's bus fleet shall require the execution of a "Request for Field Trip Bus" (Field Trip form 03-91-92) a minimum of ten (10) working days in advance of the date requested for the trip.
7. The late cancellation of a field trip, where a driver has not been notified of the cancellation will result in the school paying a \$10.00 penalty to the assigned driver. This procedure will not apply when trips are cancelled due to inclement weather.
8. Only students who are enrolled in school and who are involved in the instructional activity will be eligible for transportation. Preschool children of chaperones or teachers are not permitted to ride.
9. Permission for students to take a field trip (Parent/Guardian Field Trip Permission form 04-91-92) must be submitted in writing by parents prior to the trip. Parental permission shall not be requested until the principal has a fully approved request form (Field Trip 01-91-92).
10. No deposits or preliminary agreements with booster groups, travel agencies, etc., for trips shall be made prior to actual approval.
11. Schools participating in a student exchange program and/or summer camps shall not be covered by these guidelines, but will need to seek written approval of the superintendent prior to becoming involved in any program which would take students outside the state or country.
12. System personnel chaperones should submit duty leave request forms along with the field trip request form.

	LOCAL	IN-STATE	OUT-OF-STATE	OUT-OF-COUNTRY
DEFINITION OF TRIP	Within school district 65 miles from school	In GA beyond 65 mile limit, aquarium at Chattanooga, TN & space center at Huntsville, AL	Outside of Georgia	Outside of U.S.A.
REQUEST FORM APPROVAL TIMELINE	To principal 15 working days prior to trip	To principal 15 working days prior to trip, to Area Supt. 10 working days prior to trip	To principal 20 working days prior to trip To Area Supt. 15 working days prior to Board meeting	Written request to superintendent or designee six months prior to departure
APPROVALS NEEDED	Principal	Principal and Area Supt., County Athletic Director	Principal, Area Supt., County Athletic Director	Principal, Area Supt., Superintendent or Designee
NUMBER OF TRIPS	No limit unless counted as a major trip*	No limit unless counted as a major trip*	One major trip* per year per organization	Only as approved by School Board

*A major trip is defined as costing a student \$250 or more, including any booster contributions. (Exclusive of approved academic, state and national competitions.)