FIELDTRIP REQUEST PROCESS: 1 DAY TRIP

(TAKEN ON SCHOOL DAYS OR NON SCHOOL DAYS * EXCLUDING INTERSCHOLASTIC EVENTS)

SUBMIT A COMPLETE PACKET NO LATER THAN ONE WEEK PRIOR FOR ONE DAY FIELD TRIPS

SUBMIT COMPLETE MEAL REQUESTS AT LEAST 2 WEEKS IN ADVANCE OF FIELD TRIP DATE TO KITCHEN MANAGER

IT IS YOUR REPONSIBILITY AS TEACHER/ STAFF MEMBER TO BE FAMILIAR WITH BOARD POLICY- BP 6153 AR 3541.1 (A) AND AR 3541.1

TEACHER/ STAFF MEMBER

Completes the Field Trip Request Form:
Specify start and end time, transportation, finances, and principal approval.
****Is this trip High Risk? Please review one day high risk flow chart.

BUDGET SECRETATRY

Teacher/ Staff member must arrange budget, *insurance, transportation, financial deadlines, requirements with the budget secretary on site.
*Please review Financial considerations for field trip forms

PRINCIPAL APPROVAL

ADMINISTRATIVE ASSISTANT (WHO MANAGES FIELDTRIPS)

Field Trip Request Form Approved. Returned to teacher/ staff member.

TEACHER/ STAFF MEMBER

Teacher/ Staff Member must compile a completed packet with the following forms:

1.Provide a list of participants: students, adult chaperones, and *drivers (if applicable)

2. Parent/ Guardian Permission form- Fill in Destination, dates, mode of transportation, swimming requirement *(If swimming is included add swimming supplement form)* consideration of " high risk to participants"

3. School Driver Certification Form and Auto Insurance Declaration Page for each driver: * Coaches may not drive students
- drivers name
- expiration dates of policy
- Coverage Bodily Injury Liability ($100,000/$300,000)

4. Adult Field Trip Waiver Form: Medical release for adults
- 1 chaperone/ 10 students

5. Teacher/ staff member notify students to complete teacher approved form for missing class

6. Verification form

TEACHER/ STAFF MEMBER

Submit a completed packet with verification form to Administrative Assistant.
Arrange substitute if needed

ADMINISTRATIVE ASSISTANT (WHO MANAGES FIELDTRIPS)

Reviews that the packet is complete with verification form. Final verification form must be signed with the complete packet. Any incomplete packets that have not been verified opens the school, fieldtrip coordinator, and the district liable.

Yes

Packet is returned to teacher with approval

No

Administrative Assistant and Teacher/ Staff Member collaborate to gather missing information

Parents

- **Reviews and signs the Parent Guardian Permission form**

Chaperone/ Driver /Volunteer

- **Adult Field Trip Waiver Form**
- **School Driver Certification & Auto Insurance**

Students

- **Teacher approval form if class time will be missed**

High Risk i.e. ropes course, rock climbing, kayaking, non-interscholastic swimming, TEAM extended fieldtrip, San Quentin Prison, Mountain Biking, waterparks, etc.