FIELDTRIP REQUEST PROCESS: OVERNIGHT IN STATE *INCLUDING INTERSCHOLASTIC EVENTS

SUBMIT A COMPLETE PACKET NO LATER THAN ONE MONTH PRIOR FOR OVERNIGHT IN STATE 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 overnight, start and end time, transportation, finances, and principal approval.
***Is this trip High Risk? Please review overnight in state 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. Administrative Assistant will provide Assistant Superintendent Designee Request Form for final approval. Does not require Board Approval.

TEACHER/ STAFF MEMBER

Teacher/ Staff Member must compile a completed packet with the following forms. Collaborate with Administrative Assistant who manages fieldtrips.

Parents

- Parent Guardian Permission form

Chaperone/ Driver /Volunteer

- Adult Field Trip Waiver Form
- School Driver Certification & Auto Insurance
- **Must be completely cleared by HR prior to the trip**

Students

- Teacher approval form for time missed

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

2. Itinerary

3.***All Chaperons must complete the clearance process by the HR Department: Volunteer application, I-9, TB Clearance, and must complete annual mandated training and sexual harassment

4. 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"

5. Students are required to have insurance and must be purchased (contact Budget Secretary)

6. 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)

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

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

TEACHER/ STAFF MEMBER

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

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

ASSISTANT SUPERINTENDENT DESIGNEE

Packet complete with approved verification form from Assistant Superintendent. 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 Administrative Assistant and teacher with approval

No

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