FIELDTRIP REQUEST PROCESS: OUT OF THE COUNTRY- GLOBAL STUDIES FIELDTRIPS

SUBMIT A COMPLETE PACKET NO LATER THAN ONE MONTH PRIOR TO DATE OF DEPARTURE

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

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

TEACHER/ STAFF MEMBER

Completes the Field Trip Request Form:
Specify start and end time, transportation, finances, and principal approval

BUDGET SECRETARY

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 with itinerary and student list. Administrative Assistant will provide Assistant Superintendent Designee Request Form.

ASSISTANT SUPERINTENDENT /DESIGNEE

Review fieldtrip and submit to the Board of Trustees for approval: Pre Approval by Thanksgiving. Please plan accordingly Board Meeting timeline may affect approval process.

BOARD OF TRUSTEES

Approved by Board of Trustees

Yes

Approved Request Form with Approval date is returned to Administrative Assistant

No

Assistant Sup. designee will review and discuss with Administrative Assistant/ teacher/ staff member

TEACHER/ STAFF MEMBER

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

TEACHER/ STAFF MEMBER

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

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

Parents

- Parent Guardian Permission form
- Affidavit of Parental Consent to travel outside of the US

Chaperone/ Driver /Volunteer

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

Students

- Teacher approval form for time missed

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

2. Trip Itinerary

3. ***Trip cancellation Group Insurance - review with Budget Secretary and must be a cleared vendor

4. ***Affidavit of Parental Consent to travel outside of the United States with minors out of the country without both birth parents

5. ***All Chaperones must complete the clearance process by the HR Department: volunteer application, I-9, TB Clearance, and must complete annual mandated training.

6. Parent/ Guardian Permission form- Fill in Destination, dates, mode of transportation

7.Students are required to have insurance or must be purchased (contact Budget Secretary)

8. 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)

9. Adult Field Trip Waiver Form: Medical release for adults- 1 chaperone/ 12 students

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

11. Verification form