



RAISIN CITY ELEMENTARY SCHOOL

FIELD TRIP REQUEST FORM

Due 4 weeks prior to trip.

Today's Date: _____ Name: _____ Grade (s) _____

Date of Field Trip: _____ Alternate Date: _____

Departure Time: _____ Return Time: _____
(From School) (To School)

Transportation: Bus _____ Charter Bus: _____ (Seats 46) Van (seats 7): _____

Number of Buses Requested: _____

1. RC #102 Bus Capacity: 84 3 to a Seat 50-56 - 2 to a seat
2. RC #108 Bus Capacity: 62 (2 on one side 3 on other side per seat with Seat Belts)
3. Charter Bus Capacity: 46

Purpose of Trip: _____

Destination: _____

Address of Destination: _____

Other Stops: _____

Location of Food Stops (If applicable): _____

Special Request: _____

of Teacher(s) Going: _____ # of Students Going: _____

of Adult Chaperones: _____ Total # of students and Adults: _____

COSTS: (\$3.40 per mile to destination from SWTA & destination to SWTA, Plus \$40.00/\$50.00 overtime per hour for bus driver)

Estimated Cost: _____ Funded By: (If applicable) _____

of Lunches Needed: _____ # of Breakfasts Needed: _____

The following must be provided the day of the trip:

1. A complete list of all the passengers (students and adults) that would be covered by RCSD Insurance. THIS LIST IS TO INCLUDE NAMES OF STUDENTS, TEACHERS, ALL ADULT, PHONE NUMBER AND EMERGENCY NUMBER
 - A. THREE COPIES: 1-the Office 1-the Cafeteria 1-Take with You
 - B. COPIES OF THE EMERGENCY CARDS ARE TO BE TAKEN WITH YOU. Leave a copy in the office.

Obtain Approval from the principal.

Principal Approval: _____ Date Submitted: _____

Give original copy to Office. Initials (Secretary) _____ Give copy to Food Service Director and get initials (Only Field Trip Form). _____

OFFICE ONLY: Date Board Approval/Denial: _____

Sent to District Financial Assistant Date: _____

FIELD TRIP PROCEDURES

Please follow the steps below when planning and submitting a field trip request.

FIELD TRIP REQUEST PROCESS

1. Start the process as early as possible.

Begin planning early to help ensure bus availability for long-distance trips and allow sufficient time to obtain Board approval.

2. Obtain approval from the Principal.

Discuss the proposed field trip with the Principal and obtain approval before proceeding.

3. Complete the Field Trip Request Form.

Complete the **Field Trip Request Form** fully and accurately. Be sure to provide all requested information.

4. Research the field trip.

Obtain a flyer, brochure, or website information for the field trip. Include information about the destination, dates, costs, activities, and any other relevant details with your packet.

5. Complete the Purchase Order Requisition Form.

Complete a **Purchase Order (P.O.) Requisition Form**, available on the district website under **Teacher Links** or in the Front Office. Obtain the Principal's signature through the Front Office.

6. Request a bus transportation quote.

Secretary will contact **Southwest Transportation Agency at (559) 644-1080** to request a quote for bus transportation. Include the transportation cost on the appropriate form.

7. Verify lunch requirements.

Obtain the **Food Service Director's initials/signature** to verify whether school lunches will be needed for the field trip.

8. Submit the completed field trip packet.

Once all forms are completed and signed:

Make a copy of the entire packet for your records.

Submit the **original documents** to the Secretary.

The Secretary will prepare the packet for Board approval and distribute it to the appropriate personnel.

The Secretary will notify you **the day after the Board meeting** whether the field trip has been approved.