

## FIELD TRIP REQUEST FORM

Revised 10/2018

**Procedural Guidelines: Field trips are covered under Board policy 6153. Field trips should support course or club curriculum. The following parameters will be applied to all field trips:**

- Three weeks prior to the field trip (or six weeks prior to an out of state overnight trip) submit this field trip request form with a curriculum justification statement and a proposed roster of students.
- Upon approval of the trip, formalize all arrangements for transportation and other costs.
- Ensure that all students and parents complete and sign the permission form.
- Provide alternative plans for students who are not attending the field trip.
- Submit a final roster of participating students to all faculty and administrators at least **7 calendar days** prior to trip. The list cannot be changed after this point. (There are no refunds after this point.)
- Blackout dates apply including: first week of each semester, last week of each quarter, week before, during and after Smarter Balance; exam week; last week of April; the month of June. SAT & PSAT (see your school administrator for more information).
- On the morning of the trip, submit the final roster and a copy of every permission form to the attendance secretary.
- Keep the original permission forms in your possession throughout the trip.
- Students will be allowed to take 5 field trip days per marking period/ 12 trip days per year. It is both the student's and the sponsoring teacher's responsibility to know this. The main office will publish a field trip attendance report upon request.

### Field Trip Request Form

<b>Date of Request:</b>	<b>Title and Destination of Trip:</b>	<b>Date of Trip:</b>
<b>Sponsoring Department:</b>	<b>Person in Charge:</b>	<b>Is this an overnight trip?</b>  YES _____ No _____
<b>Number of Students:</b>	<b>Number of Chaperones:</b>	<b>Names:</b>
<b>Type of Trip:</b> Educational [ ] Recreational [ ]	<b>Time of Departure:</b>	<b>Time of Expected Return:</b>
<b>Mode of Transportation:</b>	<b>Cost of Transportation:</b>	<b>Cost of Food:</b>
<b>Cost of Lodging:</b>	<b>Other Costs:</b>	<b>Other Costs:</b>
<b>Total Cost of Trip:</b>	<b>Source of Revenue:</b>	<b>Student Cost:</b>

**Cost Checklist:**

\_\_\_\_\_ *Transportation*

\_\_\_\_\_ *Food*

\_\_\_\_\_ *Lodging*

\_\_\_\_\_ *Other*

\$ \_\_\_\_\_ *Total*

**Checklist:**

\_\_\_\_\_ *Yes*      \_\_\_\_\_ *No*      *Cafeteria Notified*

\_\_\_\_\_ *Yes*      \_\_\_\_\_ *No*      *Substitute Arranged*

\_\_\_\_\_ *Yes*      \_\_\_\_\_ *No*      *Master Calendar Notated*

\_\_\_\_\_ *Yes*      \_\_\_\_\_ *No*      *Plans Made for Non-Attendees*

**Signature of Person in Charge of the Field Trip:** \_\_\_\_\_

**Date of Signature:** \_\_\_\_\_

## FIELD TRIP APPROVAL PROCESS

	Approved	Not Approved	Date
Department Chair			
Principal			
Superintendent			
Board of Education (For overnight, out-of-state trips)			

**IN-STATE DAY TRIPS**

**OUT-OF-STATE DAY TRIPS**

**IN-STATE OVERNIGHT TRIPS**

**OUT-OF-STATE OVERNIGHT TRIPS**

\_\_\_\_\_  
**Approved by Principal**

\_\_\_\_\_  
**Approved by Principal**

\_\_\_\_\_  
**Approved by Superintendent**

\_\_\_\_\_  
**Approved by Superintendent**

\_\_\_\_\_  
**Approved by Board of Education**

### USE OF ALL STAR TRANSPORTATION

When the field trip is approved, the main office secretary will fax this form to All Star Transportation at (203) 266-7359.

Date of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Return Time: \_\_\_\_\_

Number of Students and Chaperones: \_\_\_\_\_

Secretary's Signature: \_\_\_\_\_

**TEACHER IN CHARGE MUST EMAIL PAMELABOULIER@ALL-STARTRANSPORTATION.COM, SHE WILL THEN RESPOND WITH A PRICE QUOTE AND ESTIMATED TIME AND MILEAGE OF EACH TRIP. ALSO, WHEN A FIELD TRIP IS CANCELED, THE PERSON IN CHARGE OF THE TRIP MUST NOTIFY THE TRANSPORTATION COMPANY.**

## Field Trip Permission Form Parent Section

Dear Parent or Guardian: A field trip has been planned involving your child. If you approve of your child's participation, please complete the following information.

Field Trip date: \_\_\_\_\_ Place: \_\_\_\_\_

Mode of transportation: \_\_\_\_\_ Cost to Student: \_\_\_\_\_

Time: (depart) \_\_\_\_\_ Time: (return) \_\_\_\_\_

Overnight: Yes \_\_\_ No \_\_\_ (If yes, roommates will be assigned; students' requests will be considered.)

My son/daughter \_\_\_\_\_ has my permission to go on the described field trip. I give my permission for emergency medical care if the need should arise. The trip sponsor should know about the following medical conditions (if applicable):

\_\_\_\_\_.

Here is the emergency contact and any other additional medical information that may assist in caring for my son/daughter:

\_\_\_\_\_.

I understand that field trip arrangements are based on the number of students who choose to participate. Students may receive a refund if they cancel their reservations eight or more days before the field trip date. Refunds cannot be given after that time.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Field Trip Permission Form Student Section

I understand that I am responsible for obtaining permission from teachers to attend this field trip. I am responsible for all work missed during this activity, making prior arrangements for missed tests and quizzes, obtaining class notes, and completing missed homework. I also understand that I am responsible to follow the rules established by the school and the organization hosting the field trip.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal