District-Related Travel for Field Trips, Excursions and Outdoor Education

Field Trip Form
More Than 75 Miles/Overnight/Out-of-State

School Name: ______________________________________________________

Employee Contact: ___________________________    Phone Number: ___________________________

Dates Leaving for Field Trip: ___________________________    Date Returning from Field Trip: ___________________________

Destination of Trip: ______________________________________________________

Purpose of Trip (objectives and relationship to curriculum standards): ______________________________________________________

Out =-of-State Board Resolution #: _____________

Method of Transportation (check all that apply): [ ] District Bus    [ ] District Van    [ ] Charter Bus    [ ] Airplane

Other ___________________________

Funding Source(s) of Field Trip: ______________________________________________________

Student Cost (if applicable): ______________________________________________________

Required attachments:

☐ Employee travel request form(s)    ☐ Itinerary of events
☐ Travel request back-up    ☐ Permission slips verified: _________ (Initialed)
☐ List of student names attending field trip    ☐ Medical needs verified: _________ (Initialed)
☐ Room Assignment (required for overnight trips)    ☐ Health concerns roster
☐ Chaperone training completed (backside of this form)    ☐ Lesson plan – non-attendees
☐ Travel tracker ID: ___________________________

Required signatures: (Assistant superintendent’s authorization required for field trips traveling more than 75 miles; superintendent’s authorization required for overnight and/or out-of-state field trips.)

Principal Signature ___________________________ Date ___________________________

Risk Management Signature ___________________________ Date ___________________________

Transportation Signature ___________________________ Date ___________________________

Assistant Superintendent Signature ___________________________ Date ___________________________

Superintendent Signature ___________________________ Date ___________________________

Jan. 2019
**Chaperone List**

Number of adult chaperones District ratio for chaperones is one adult chaperone per ten students; overnight trips require one district-employed male chaperone for every ten male students; one district-employed female chaperone for every ten female students attending the field trip.

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<th>Name</th>
<th>Male/Female</th>
<th>Date of Training</th>
<th>Employee</th>
<th>Volunteer</th>
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Number of Male Students: __________________________  Number of Female Students: __________________________

Incomplete requests will be returned to originator.
Field Trip, Excursion or Outdoor Education
(More than 75 miles, Overnight, Out of State)
(Begin process six weeks in advance)

Requester
Read Procedure 2320-P1

Requester
Complete Form 2320-F2
Forward form and all required back-up documentation, including staff travel documentation to Assistant Superintendent’s Office

School secretary or designee
input trip into Travel Tracker

Request submitted for approval
1. Principal

2. Risk Management

3. Transportation

4. Assistant Superintendent

Submit to Superintendent

Disapproved requests will be returned to Principal with comments.
Notify transportation.

Out of state
Board Approval
(Add to agenda, must receive complete packet 10 working days prior to first meeting of month)

In-state
Superintendent Approval
(Must receive complete packet 5 working days prior to travel.)

Upon final approval:
- Requester informed
- Transportation informed
- Health Clerk/Nurse notified via Travel Tracker
- Chaperone training verification completed
- Families complete parent authorization forms 2320-F4 (each student)