

FIELD TRIP REQUEST FORM FOR STANDARD DAY TRIP

If space is not sufficient on this form, supporting information should be attached.

Day Trip: Leaving and returning to school on same day, no wilderness activities or areas visited (6.50.011 – AD Field Trips)

School _____ Trip required Optional Participating grade level (s) _____
(cannot charge student)

Destination _____

Departure date/time _____ Return time _____

Trip leader _____ Cell phone number _____

Activity planned _____

Educational objectives _____

Number of students making the trip _____ Ratio of adults to students _____
(Not less than 1:10 for elementary; 1:15 for middle school; 1:20 for high school)
Other teacher/staff names attending _____ Cell phone number _____

*If trip requires parents/volunteers, use "Criminal History Verification" forms through Security Services. **Principal's initials next to each name certify that the principal approves each parent/volunteer.** The parent/volunteer **without** "Criminal History Verification" will not be with students unsupervised by District staff (this includes transportation in private vehicles).*

Names of parents/volunteers	Principal's initials	Cell phone, if known
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of person(s) qualified for First Aid/CPR: _____

Accommodations necessary for students with special needs (wheelchair, other assistive devices – see online guidance document)

Type of transportation

Private vehicles: Volunteer drivers complete "Driver/Vehicle Statement of Qualification" and attach copies of driver license and auto insurance showing coverage. Buses: Complete "Field Trip Transportation Request TD-5" and send to Transportation Department.

Total cost per student _____ Amount provided by school _____
Amount provided by student (no fee may be assessed if required trip) _____ Amount provided by other sources _____

Any scheduled fund-raising events _____

Any publicity planned _____

Special clothing, supplies, equipment, or funds needed _____

Additional safety measures or considerations _____

Attach sample front page of district's "Day Trip" parent permission form with this trip's information filled in.

The teacher submits this form to the principal for an approval signature ten (10) them days prior to the trip. This type of trip does not require approval beyond the school principal. The approved copy of this form must be kept at the school for one year.

Principal Signature _____

Date _____