

## REQUEST FOR FIELD TRIPS/EXCURSIONS

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

Grade or Class: \_\_\_\_\_ Destination: \_\_\_\_\_

Date(s): \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Teacher/Student Ratio: \_\_\_\_\_

Hotel (for overnight stays): \_\_\_\_\_ Hotel Phone Number: \_\_\_\_\_

Date and Time of return: \_\_\_\_\_

Is school system transportation required?  Yes  No

If yes, have arrangements been approved by the Director of Transportation?

Yes  No

If no, what mode of transportation is being utilized?

\_\_\_\_\_

If a charter bus, has the INS-P010 Obtaining Chartered Transportation packet been completed?

Yes  No

1. What are the purposes of the field trip? (List objectives)

2. How will the trip contribute to attaining the objectives established for the unit or lesson?

3. What activities have the students engaged in that will prepare them for the field trip?

4. What activities will students engage in after the trip that will provide opportunities for desirable outcomes?

All chaperones, who are not parents, must be 21 years of age or older.

**PLEASE CHECK FIELD TRIP OR EXCURSION**

**FIELD TRIP** (Field Trip is travel within the same day and limited to a radius of 150 miles.)

**APPROVED**

**DISAPPROVED**

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If school system transportation is required, please send "Request for Special School Bus Trips" form to transportation (10) days prior to the activity.

Submit "Professional Leave" form to appropriate supervisor for approval or disapproval.

**File this form in the Principal's Office. Do not send this form to the Director's Office or Transportation Supervisor for a Field Trip.**

**EXCURSION TRIP** (Excursions are defined as travel involving overnight stays and/or distances in excess of 150 miles within the continental United States.)

Number of Instructional Days that will be missed:

0 – 1 days

**APPROVED**

**DISAPPROVED**

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2 or more days

**APPROVED**

**DISAPPROVED**

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED**

**DISAPPROVED**

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If school system transportation is required, please send "Request for Special School Bus Trips" form to transportation (10) days prior to the activity.

If a charter is required, complete the INS-P010 Obtaining Chartered Transportation packet. Submit "Professional Leave" form to appropriate supervisor for approval or disapproval.

**Please submit this form to the Director's Office for all excursions.**

**The teacher or sponsor must attach a detailed itinerary for an activity before the excursion is approved.**

## Checklist for Field Trip/Excursion Trip Planning

- 1. Has the selection of the site or area, to be visited, been made in terms of whether or not it will provide for the personal growth of the student and meet the aims of education?
- 2. Is it practical in terms of available transportation and time?
- 3. Obtained "*Requests for Field Trips/Excursion Forms*" at least 4 weeks prior to trip (6 weeks for Excursion).
- 4. Called site and obtain information on date availability and expenses for students, teachers and chaperones.
- 5. Determined total Field Trip Fees.
- 6. Permission forms sent home and returned.  
Permission Slips should include the following information:
  - Destination
  - Date with times of departure and return
  - Cost – including information concerning refunds
  - Lunch information – if required
- 7. Are an adequate number of chaperones available? (Usually, the ratio is 1 adult to 10 students) All chaperones, who are not parents, must be 21 years of age or older.
- 8. Have arrangements been made for meals? (If using sack lunches from Cafeterias, a minimum of 4 weeks notice is required).
- 9. Has the code of conduct been established?
- 10. Are appropriate materials and equipment available?
- 11. Has necessary information regarding the trip been made available to parents and school officials? (Detailed itinerary necessary for Excursion Trips).
- 12. Have provisions been made for the students who cannot afford to make the trip if money is necessary? (Fee waivers)
- 13. Have arrangements been made for students who are not going on the field trip? (Should be completed 5 days prior to the trip)
- 14. Checked on medications for those students who require them.

## DETERMINING FIELD TRIP COST

Sponsoring Teacher: \_\_\_\_\_ Grade/Class: \_\_\_\_\_

**Total Admission:** \_\_\_\_\_

$$\underline{\hspace{2cm}} \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

Admission X number of students = Total Admission

**Total Mileage:** \_\_\_\_\_

$$\underline{\hspace{2cm}} \times \underline{2} = \underline{\hspace{2cm}} \times \underline{.80} \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

Mileage 1 way X 2 = total mileage X .80 (price per mile) X # of buses = Total mileage cost

**Total Driver Pay:** \_\_\_\_\_

$$\underline{\hspace{2cm}} \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

\$14.00 X Total Hours = Price per driver X # of buses = Total Driver Pay

**Cost Per Child:** \_\_\_\_\_

$$\underline{\hspace{2cm}} + \underline{\hspace{2cm}} + \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \div \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

Total Admis. + Total Mileage + Total Driver Pay = Total Cost ÷ # of students = Price per