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Field Trip Procedures

1. Complete field trip requisition form to receive approval for field trip.
2. Once field trip is approved request any funds that will be needed. All requests for field trip funds must be made **2 weeks in advance prior to field trip**. Requesting funds as early as possible ensures that a check will be cut in time for a trip.
3. When requesting funds for trip, documentation is required to show use of funds. (Price sheet from venue, email with information indicating the cost of everything requesting etc.)
4. Complete lunch form for bag lunches if required. Request must be **2 weeks in advance notice is required. NO EXCEPTIONS!!**
5. Send permission slips home with students attending field trip 1 week in advance prior to the date of trip. **NO STUDENT IS ALLOWED TO LEAVE CAMPUS WITHOUT SIGNED PERMISSION SLIP. NO EXCEPTIONS!!**
6. Make a copy of all permission slips for the front office, as well as for your records. These copies should be taken on the trip, so that emergency contact information is easily accessible.
7. Before boarding the bus, student attendance must be taken using permission slips. Student cannot board bus without a permission slip.
8. During the course of the trip, roll should be taken of all students attending the trip.
9. A student buddy system should be arranged before leaving campus. This will ensure everyone stays together and returns safe.
10. In the event of an emergency, (accident, student injured etc.) the teacher is responsible for contacting the school to report the incident. In an immediate emergency, the teacher should contact 911, school, then parent. This will ensure everyone is aware of the incident.
11. It is the teacher's responsibility to stay on schedule in order to return to school by evening dismissal.
12. If the bus will not be back at school in time for evening dismissal, teacher should contact the school immediately to inform the Operations Manager that they will not arrive in time for evening dismissal. Further instruction will be given at that time on how to proceed with transporting students home.
13. Any items purchased with school funds (check, cash etc.) must be accompanied with a receipt of purchase.
14. All receipts should be turned in to the Operations Manager no later than the next business day.
15. Any excessive cash from the trip should be turned in to the Operations Manager no later than next business day.

FIELD TRIP REQUEST FORM

Instructions:

1. Complete and submit this form to the School Operations Manager **two (2) weeks** in advance of field trip date.
2. Complete the Field Trip Permission Form and send home with students. The teacher must receive this permission form back from the student signed by his/her parent or guardian in order to attend.
3. If the field trip destination requires payment, all students must pay and should return the consent form with exact change, check or money order. Please collect funds from all students and submit to the SOM with the Payment Receipt Log. Request for school payment for the field trip should be requested through the SOM ten (10) days in advance. You should continue to collect any payments that students submit up until the date of the field trip.
4. School will pay the cost for teachers who are chaperoning. However, any parents attending the field trip must pay. Determine first with the field trip destination if there is a charge for teachers & chaperones.
5. If bagged lunches are needed, please notify the SOM two (2) weeks in advance.

Date of Request: _____ **Date of Field Trip:** _____

Requested by: _____ **Class(es) Attending:** _____

No. of Buses Needed: _____ **No. of Students:** _____

No. of School Staff: _____ **No. of Parent Chaperones:** _____

Destination: _____

Address: _____

Departure Time: _____ **Estimated Time of Arrival:** _____

Return Departure Time: _____ **Estimated Time of Return:** _____

Payment Required (Yes or No): _____

Principal Approval: _____

SOM Approval: _____

SCHOOL NAME

Field Trip Permission Form

Your child will be attending a field trip to: _____

Date	_____	Time	_____
Location	_____		
Cost	_____		
Transportation	_____		
Notes	_____		

Please return this permission slip by: _____

I give permission for my child _____
to attend the field trip to _____ on _____
from _____ to _____
Enclosed is \$ _____ to cover the cost of the trip. (Exact cash or check made payable to school.)

In case of an emergency, I give permission for my child to receive medical treatment. In case of such an emergency, please contact:
Name _____ Phone _____

Parent/Guardian Signature _____ Date _____

Form to Request Bag Lunches

A **two (2) week** advance notice is required. Requests for bag lunches served during the month of May must be submitted by the last day in April.

The day before the trip, the teacher must confirm the number of bag lunches with the cafeteria manager. In order for student meal accounts to be debited, a list of names and POS #'s must be given to the manager.

Today's Date: _____

Teacher's Name: _____

Date Lunches Needed: _____

Time Lunches Needed: _____

Number of Lunches Needed: _____

Number and Type of Milk Needed:

_____ Low Fat Chocolate _____ Low Fat White _____ Whole Milk _____ Skim Milk

A teacher or parent must provide and ice chest and ice in order to transport the milk.

Student's Name	POS #	Student's Name	POS #