

FIELD TRIP ARRANGEMENTS

To ensure against possible activity conflicts, the following procedures must be followed when scheduling field trips:

1. Please allow sufficient time for making all arrangements and collecting the money prior to the actual trip.
2. Notify the financial secretary. (1) Obtain accounting information. (2) Obtain necessary forms and plastic bag for collecting the money. (3) Money must be turned in daily to the financial secretary. (4) The financial secretary will make all refunds.
3. Total charge for bus divided by number of students = transportation cost per student.
4. Complete form in triplicate. Submit all copies for principal's approval, A copy will be returned to the teacher/sponsor after approval, at which time the teacher/sponsor should complete the check-list of trip arrangements (see below).

TEACHER/SPONSOR: _____ DATE OF REQUEST: _____

CLASS or GROUP: _____

DESTINATION: _____

DATE OF TRIP: _____

TIME RETURNED

ADDRESS: _____ DEPARTURE TIME: _____ TO SCHOOL: _____

CURRICULUM UNIT: _____ TIME TO BE PICKED UP AT DESTINATION: _____

How is trip coordinated with classroom instruction: _____

TYPE of TRIP: (circle one) A B C D

- A -Curriculum Required Field Trip -Charge Program
- B- Curriculum Required Field Trip -Charge Program
 Exception - Band Day. -Charge School
 State Music Festival -Charge School
- C - Optional Field Trip -Charge School
- D - Athletic Field Trip -Charge Athletics

See **Handbook for Office Personnel** for more detailed information on types of trips. (Section III Transportation.)

NUMBER OF PERSONS PARTICIPATING: _____ (Students _____ Teacher/Sponsor _____ **Additional Adults** _____)

COST PER STUDENT: Bus _____ Additional Costs (Admission/miscellaneous purchases) _____

PRINCIPAL/SUPERVISOR APPROVAL _____

CHECK-LIST of TRIP ARRANGEMENTS. Please date and initial applicable items.

Date / Initial

- | | | |
|-------|---|----------------|
| _____ | NOTIFY FINANCIAL SECRETARY | |
| _____ | OBTAIN ACCOUNTING INFORMATION | FUND: _____ |
| _____ | Schedule Bus: | |
| | trip bus number _____ | ACCOUNT: _____ |
| | return pick up time _____ | CENTER: _____ |
| _____ | Send parent permission slips home with students | |
| _____ | Parent permission slips returned | |
| _____ | Assisting adults contacted | |
| _____ | Cafeteria manager notified | |
| _____ | Arrangements made to change lunch schedule, if necessary | |
| _____ | Involved teachers informed | |
| _____ | List of participating students to concerned teachers | |
| _____ | Arrangements made for students not participating | |
| _____ | Students advised to arrange absence and makeup work with teachers 2/3 days prior to trip (secondary schools only) | |
| _____ | Detailed collection sheets to financial secretary when collection is complete | |
| _____ | 10-day notification to financial secretary for requesting miscellaneous trip money | |
| _____ | Notify financial secretary which students are to receive refunds | |
| _____ | Form to office when you leave on trip | |

Distribution: 1 -Principal Form to office when
 2 -Teacher
 3 -Financial Secretary

