

Trips Greater Than 75 Miles One-Way Or Overnight

*This request must be submitted and approved **30 days** before any commitment can be made or before any money-making activities for the event can be started.*

Today's Date: _____ Requester: _____

School: _____ Student Group: _____

Grade Level(s): _____ Number of Students Attending: _____

Destination: _____

Departure Date: _____ Return Date: _____

Method of Transportation: _____

Provide a GoogleMap (or equivalent) printout of intended route.

Educational Purpose for the Trip: _____

Educational Standards Being Met: _____

School Equipment to be used: _____

Funding Source: _____ Cost to Student: _____

Lodging: _____

If lodging is privately owned, District requires proof of insurance prior to departure.

Number of Adult Chaperones (includes teachers): _____

Describe Supervision Plan: _____

Additional non-educational activities planned for this trip: _____

Sub Required? _____ Account for Sub: _____

Principal Approval: _____ Date: _____

Received in Business Office: _____ Date: _____

Once complete, submit this form to the District Office at least 15 days prior to the trip.

Long Distance/Overnight Field Trip Follow-up Instructions

Principal:

You are responsible to ensure the following occur prior to trip commencement:

1. If applicable, has District Transportation been arranged for as required in IICA-AR(1)?
YES _____ No _____
2. Do you have a parent permission slip for each participating student?
YES _____ No _____
3. Does staff have the information and certification necessary to support students on medical protocols and/or medication?
YES _____ No _____
4. Do you have the names and cell phone numbers of all staff and adult chaperones?
YES _____ No _____
5. Have all volunteer chaperones passed their criminal background checks?
YES _____ No _____
6. Have staff and volunteer chaperones been instructed on expected conduct and procedures?
YES _____ No _____
7. If private lodging is being used, has the Business Office been provided proof of insurance?
YES _____ No _____
8. If private vehicles are approved to be used, have all drivers provided the information required in Administrative Regulation EEA-AR(1)?
YES _____ No _____
9. If students are riding in private vehicles, have all students returned the Passenger Permission Form required in Administrative Regulation EEA-AR(2)?
YES _____ No _____

Criteria for Approval of Field Trips (IICA-AR(1))

The following criteria will be used in approving all educational field trips:

- What is the educational value of the trip?
- What are the educational outcome goals of the trip?
- What is the evaluation plan to determine the attainment of these goals?
- Is the cost of the trip justified in relationship to the educational outcome goals?
- What amount of disruption to other school programs does this trip cause?
- Is the trip the shortest distance possible for the educational experience or athletic competition desired?