

## Trips Greater Than 75 Miles One-Way Or Overnight

*This request must be submitted and approved by the principal **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: \_\_\_\_\_

Event: \_\_\_\_\_

Destination (City, State): \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

*Provide a Google Map (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 \_\_\_\_\_
10. I understand a list of students/staff/volunteers who are on the field/overnight trip must be e-mailed to risk@albany.k12.or.us the day of the trip.  
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?