

# ESDS FIELD/SCHOOL TRIP REQUEST FORM

The request will need to be specific:

Where will you be going? \_\_\_\_\_  
\_\_\_\_\_

Who will be going? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When will they be going? Day and Date: \_\_\_\_\_  
Departure time from school: \_\_\_\_\_  
Arrival time back to school: \_\_\_\_\_

Do you need a big bus, mini bus, suburban or school car? \_\_\_\_\_  
\_\_\_\_\_

What will the students learn? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who will chaperone? \_\_\_\_\_  
\_\_\_\_\_

Cost: (itemized budget) Do you need a check? Amount? Written to Whom? What Budget? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you need a purchase order? To Whom? \_\_\_\_\_  
\_\_\_\_\_

I will assume responsibility for making all arrangements for the school trip and the school trip participants will be limited to enrolled students, staff, and chaperones.

\_\_\_\_\_  
Requesting Instructor Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Budget Approval

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Transportation Approval

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## BUDGET

ITEMIZED COSTS (list each separate item/ cost of the trip)	DESCRIPTION	NUMBER OF STUDENTS	COST PER STUDENT	TOTAL
TRANSPORTATION				
MEALS				
SUPERVISION				
COST OF EVENT				
ADDITIONAL COSTS:				
TOTAL COST				

### Field/School Trip Planning/Request Procedure

1. Check Budget/ Budget Approval
  - Meet with Deb to determine if this trip is within your class/ school budget
  - Deb will sign if approved
  
2. Principal Approval
  - Field trip must be aligned with curriculum or school goals for meaningful learning
  - Trip must be within budget and be approved for budget
  - Provide a plan and meet with Virginia to plan for a substitute if needed.
  - Virginia will sign if trip meets established criteria
  
3. Transportation approval
  - Provide approved/signed Field trip request form to Ed
  - Please be specific in your planning on what type of transportation and how many people are going. The budget is affected by how many buses or vans are used, so this needs to be determined in the planning phase before approval.
  - Ed will make transportation arrangements (he will determine what is available and which bus driver is appropriate and available based on number of students going and bus driver schedules)
  
4. Sack Lunches provided by school/ off-site meal reimbursement
  - Barb must be notified at least 10 days before the trip in order to make arrangements for meal reimbursement. She cannot make lunch arrangements until after the trip has been approved.
  - Deb will notify Barb and provide a copy of the approved request when a trip involves a reimbursable lunch
  - Barb will notify and order the lunches from the kitchen
  - The number of lunches cannot be changed after the order is provided to the kitchen (or within 10 days of the trip)
  
5. Communications/ PR
  - The person making arrangements for the trip is responsible to notify all stakeholders of the event (SOTA, parents, bulletin, staff, students, etc). Parents must be notified in advance of the trip. Do not forget to ask for volunteers.
  - The person responsible for making arrangements for the trip need to make sure that all students attending have a parent/guardian signed field trip permission trip form before the trip. (These are in the cum file). If the trip involves activities or length of stay that exceed the “normal” boundaries of a regular field trip, a separate field trip permission slip must be provided for the event.
  - The person making arrangements for the trip is also responsible to have pictures taken during the trip and provide the SOTA coordinator with an article about the trip. We want to see our students and learning in action!