

DISTRICT 206
2019-20 FIELD TRIP REQUESTS

In accordance with School District Policy 538, the District recognizes properly planned, well conducted and carefully supervised field trips may be a vital part of the curriculum. School field trips are encouraged within available resources and requirements outlined below.

DIRECTIONS: All staff are required to submit a field trip request and to:

- receive administrative and/or extra-curricular coordinator approval for all instructional and supplementary field trips
- receive administrative reviewal and school board approval for all extended trips (exceptions may be granted by the school board chair to accommodate emergencies).

.....prior to the field trip being finalized with the involved students.

DEFINITIONS:

Field Trip – Any planned educational event or experience occurring beyond the school grounds with the exception of extra-curricular events scheduled by the extra-curricular coordinator or principal.

Instructional Trip – Any trip that takes place during the school day and is **required** as part of a basic education program/course. All instructional trips shall be financed by school district funds and not require financial contributions of students.

Supplementary Trip – Any trip in which students voluntarily participate and which **enhances** a base education program/course. Supplementary trips may request financial contributions of students.

Extended Trip – Trips that involve one or more overnight stops and may be instructional or supplementary and are voluntary in nature. Extended field trips require school board approval prior to the trip.

Alternative Instructional Arrangement – A school planned reasonable instructional alternative in lieu of the planned trip as provided in School District Policy.

Financial Scholarship – A deferred fee opportunity for qualifying students when financial contributions are required. Each building has a qualifying process for field trip scholarship.

INSTRUCTIONAL/SUPPLEMENTAL TRIP ACTION

Administration: Approve Name: _____
 Not Approve Date: _____

EXTENDED TRIP ACTION

Administration: Recommend Name: _____
 Not Recommend Date: _____
School Board: Approve Date: _____
 Not Approve Date: _____

2019-20 FIELD TRIP REQUEST FORM

Date of Submission: _____

Type of Trip: Instructional Supplementary Extended

1. Organization/Grade/Course Planning Trip: _____
2. Contact Person (Responsible for Checklist Completion): _____
3. Field Trip Date(s): _____ Destination: _____
4. Field Trip Overview (Include events, establishments and locations): _____

5. Field Trip Departure from School (Date and Time): _____
 Field Trip Return to School (Date and Time): _____
6. Objectives of Field Trip: _____

7. Relationship to Curriculum or Student Learning: _____

8. Planned Follow-up Field Trip Activities: _____

9. Field Trip Budget Request

Estimated Expenses

| | |
|---|-----------------|
| Total Admission/Fee Expenses | \$ _____ |
| Total Meal Expense | \$ _____ |
| Total Lodging | \$ _____ |
| Total Transportation Expenses (see below) . . | \$ _____ |
| Total Additional Chaperone Stipends. | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| TOTAL | \$ _____ |

FURTHER EXPLANATION: _____

Revenues

| | | |
|-----------------------|-----------------|-----------------------|
| District Budget | \$ _____ | |
| code: _____ | | |
| Booster Group | \$ _____ | Organiz: _____ |
| Donations | \$ _____ | |
| Student Fees | \$ _____ | per student: \$ _____ |
| _____ | \$ _____ | |
| TOTAL | \$ _____ | |

10. Transportation Expenses
 - School District Vehicles
 - Commercial Transportation Carrier - NAME: _____
 - Private Vehicle (requires certificate of insurance)
 NAME(S): _____

11. Reviewed/Completed Request Checklist: Yes No

**RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL.
 PRINCIPAL, SEND THIS DOCUMENT TO MAGGIE BRYCE BEFORE 10TH OF EACH MONTH TO
 ENSURE IT IS ADDED TO BOARD AGENDA.**

