

Field Trip Application

Sponsoring School:	Sponsoring Organization:
Participating Group:	
Name of Trip/Excursion:	
Destination (City, State):	Date(s):
Number of Students:	*Number of Adults:
*Trips involving air travel or overnight accommodations require the following adult/student ratios: 1:8 (gr. 4-8); 1:12 (gr. 9-12)	
Approximate Costs:	Per Student:
Total for Trip:	
Funded by: ___ Donations or ___ Other: (Please specify)	
Is funding provided for students/families that express need? Yes or No	
Transportation provided by:	
Trip is related to: <i>(check as appropriate)</i> <input type="checkbox"/> Course in progress <input type="checkbox"/> Social growth <input type="checkbox"/> Cultural growth <input type="checkbox"/> Club activity <input type="checkbox"/> Athletics <input type="checkbox"/> Performing group <input type="checkbox"/> Experience not related to course <input type="checkbox"/> Progress Other: (Please specify)	
Description of Planned Activities: (For extended trips, itinerary and support information must be attached.)	
A) Principal approval is required for all field trips sponsored by the District, financed by the District, using transportation provided and/or approved by the District and considered part of the curricular, co-curricular or extracurricular program. <div style="display: flex; justify-content: space-between; width: 80%; margin-left: auto; margin-right: auto;"> <div style="border-top: 1px solid black; width: 45%; text-align: center;"><i>Principal's Signature</i></div> <div style="border-top: 1px solid black; width: 15%; text-align: center;"><i>Date</i></div> </div>	
B) Advanced approval is required for all extended trips requiring staff release from regular duties, needing overnight accommodations, requiring air travel, travel outside of California and/or involving solicitation of funds in excess of \$3,500. <div style="display: flex; justify-content: space-between; width: 80%; margin-left: auto; margin-right: auto;"> <div style="border-top: 1px solid black; width: 45%; text-align: center;"><i>Superintendent's (or Designee) Signature</i></div> <div style="border-top: 1px solid black; width: 15%; text-align: center;"><i>Date</i></div> </div>	

FIELD TRIP / TOUR / EXCURSION CHECKLIST

If

- Vital part of education experience
- Adequate supervision arranged
- All members of the identified group may participate
- Transportation provided, arranged or approved by the district
- Parent notification and waiver of claims against district/state

= **Principal's approval is required** and form kept at the site

and if

- Principal's approval
- Overnight accommodations
- Air travel
- Out-of-state travel
- Solicitation of funds in excess of \$3500.00

= **Advanced approval from Superintendent or designee prior to Board of Education approval**