√ Field Trip Request Checklist √

Field Trip Approved:

\_\_\_\_\_\_\_ \_\_\_\_\_

initials date

(School Field Trip Pre-Approval Form to the Principal)

**Teacher name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teacher cell phone #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grade(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# students \_\_\_\_\_ # teachers \_\_\_\_\_ # chaperones\*\_\_\_\_\_\_\_ TOTAL # \_\_\_\_\_\_\_\_\_\_

*\*all chaperones and organization members must be over 21, must have successfully completed all safe environment requirements, and must be approved by the principal.*

**Ticket or admittance fee:** $ \_\_\_\_\_\_\_\_

**Will the chaperones pay for himself/herself for field trip?** **Y**  or **N**

**Educational Purpose:**

**Place**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location** (address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (phone) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Day/Date of field trip:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

example: (Tuesday, November 16th, 2010)

**Time:**

Bus pick up at school \_\_\_\_ :\_\_\_\_\_\_ **am** or **pm**

Bus to arrive at location \_\_\_\_ :\_\_\_\_\_\_ **am** or **pm**

Bus to leave location \_\_\_\_ :\_\_\_\_\_\_ **am** or **pm**

Bus to arrive back at school \_\_\_\_ :\_\_\_\_\_\_ **am** or **pm**

**# of buses needed:** \_\_\_\_\_\_\_\_\_

**Does the location require a payment in advance?** **Y**  or **N**

**Is a substitute teacher needed?** **Y**  or **N**

**Will you need to cancel lunch?** **Y**  or **N**  If **Yes**, then contact Terese Williamson at [twilliamson@stbenedict.com](mailto:twilliamson@stbenedict.com) to cancel lunch. CC HOS on the email. \_\_\_\_\_\_check & date here when completed.

**Did you print out invoices or confirmation notes from the venue?** **Y**  or **N**  (attach to this form)

***The staff member must receive formal approval before telling students about the field trip and giving out permission slips. Once approved, staff members need to obtain copies of the Medical and Emergency Notification Authorization for Medical Treatment for each student attending the trip. Staff members also need to either cancel or arrange for school lunches to be brought on the trip. Notify the prinicipal with any changes.***

**Staff Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hand in form to HOS for approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Christa will confirm the following:

**Name of Transportation Company:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workers’ Compensation, Auto Liability, and Certificate of Insurance from the bus company on file? **Y**  or **N**

**Total price per person (ticket fee and bus charge)**

√ Field Trip PERMISSION SLIP Checklist √

$

Permission slip Approved:

\_\_\_\_\_\_\_ \_\_\_\_\_

initials date

*Attach a hard copy of the permission slip to this form*

Date permission slip to be sent out: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_\_

Date permission slip (& fees) due back: \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_\_

Date of field trip: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_

\_\_\_\_ **make 7 copies of the permission slip for the main office**

Write the date you notified the following people (that apply) about the field trip.

\_\_\_\_\_ Spanish teacher \_\_\_\_\_ Art teacher \_\_\_\_\_ college student observers \_\_\_\_ Nurse

\_\_\_\_\_ Librarian \_\_\_\_\_ Computer teacher \_\_\_\_\_ Band Teacher \_\_\_\_\_ Catapult teacher

\_\_\_\_\_ PE teacher \_\_\_\_\_ Music teacher \_\_\_\_\_ Inclusion Facilitator \_\_\_\_\_ Service Providers

As permission slips arrive to the classroom…

1. The teacher keeps the permission slips. Bring these on the day of the field trip.
2. The teacher keeps a list of students that turn in slip. Students must have a permission slip to attend. Each teacher should follow-up with students a few days before if missing a permission slip.
3. Secondary School teachers need to send any $ to the office. Preschool & Elementary teachers do not collect $, as fees are included in tuition.

# of chaperones needed \_\_\_\_\_\_\_ Submit at least 1 week prior to Field Trip date.

EACH teacher fills out chaperone names below (or email to Carol) office will confirm approved status below

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Remember to bring Emergency Bags on Field Trips, along with Medical and Emergency Notification Authorization for Medical Treatment forms for each student.