

IN-TOWN FIELD TRIP INFORMATION







 **Please read carefully before submitting request**

Please send ALL requests for In-Town Field Trips at least **15 days prior to trip.
Last minute submissions may delay approval for field trip.**

PROCESS FOR APPROVAL OF IN-TOWN FIELD TRIPS

1. Complete In- Town Field Trip request form(*In-Town field trip attachment A*)
(Make sure **ALL** Parts are complete, accurate and signed by Principal)
2. Send completed request forms to the Northeast Regional Office
Required- Brief description of the purpose, connection to teaching and learning, and expected outcomes for the trip w/ emergency plan. –
(*attachment B*)
3. Once you get approval, please send itinerary, list of students, and list of chaperones attending the trip (including parents) **BEFORE** you leave on field trip.

 Once the forms are received I will:

-  Review the forms
-  Research the event/activity for Mr. McCarthy
-  Submit to Mr. McCarthy for approval
-  Email/fax/mail approval sheet to Principal

Please send **ALL In-town field trip** request forms to Mrs. McNary and he will submit to the following person:

Tanya Harris
Northeast Region- Loc. 731
920 N. Highland
OR fax to 416-1760
OR email: harristanya@scsk12.org

** If you have not received a confirmation of your request and the date is approaching, please feel free to call me.*

Additional Information: All request forms, itineraries, list of students and chaperones attending In-Town Field trips will be kept at the Northeast Regional Office for future reference.

In Town Field Trip Request

School Name: _____

Must be submitted to Regional Superintendent's office 10 days in advance

Today's Date: _____ Coordinating Teacher(s) Full Name : _____

Date of Field Trip: _____ Destination (Name and Address): _____

Time of Departure: _____ Time to Return: _____

Subject Area: _____ MCS Standard: _____

Number of Students participating: _____ Grade Level(s): _____ Number of Chaperones: _____

Names of Chaperones: _____

Does the pupil: chaperone ratio meet the required 20:1? If no, please explain YES NO

Number of Parents: _____ Number of Teachers: _____

Does the number of chaperones equal the number of parents + teachers? YES NO

Mode of Transportation: _____ Is carrier on approved list? _____

Instructional objectives (related SPI's): _____

Follow up Activity _____

Please check the items identified below:

- | | | |
|--|-----------|----------|
| (1). Parent Approval forms in office | Yes _____ | No _____ |
| (2). Itinerary and emergency plan on file | Yes _____ | No _____ |
| (3). Does this field trip support instruction? | Yes _____ | No _____ |

BUDGET

Cost per child: \$ _____

Transportation: \$ _____

Admission: \$ _____

Miscellaneous: \$ _____

Total: \$ _____

Principal Approval Yes

No

Principal Signature _____

Regional Superintendent Approval Yes

No

NE REGION IN-TOWN TRIP

Trip Purpose & Emergency Plan



School: _____

Date of Trip: _____

of students attending trip: _____

of chaperones including parents: _____

1. Description of trip:

2. Purpose of Trip:

3. Connection to teaching and learning:

4. Expected outcome for this trip:

5. Supervision during transportation:

(How are the students being supervised to and from destination?)

6. Supervision during activities/performances:

(How the students will be supervised during activities and/or performances?)

7. List steps in case an emergency situation arises:
