


OUT OF TOWN FIELD TRIP INFORMATION

 **Please read carefully before submitting request**



Please send ALL requests for Out of Town Field Trips at least **20 days prior to trip.**

PROCESS FOR APPROVAL OF OUT OF TOWN FIELD TRIPS

1. Complete an Out of Town request form (*Out of Town field trip attachment A*)
(Make sure Parts I & II are complete and signed by Coordinating Teacher and Principal)
 - ❖ For overnight trips, please include an **Overnight Plan of Supervision** (*Out of Town field trip attachment B-*) **ONLY if you have not created your own plan** *your **Emergency Plan** should be at the bottom of the Plan of Supervision form.
 - An **Overnight Plan of Supervision** should consist of # of students per room, # of rooms assigned to each chaperone, and how chaperones will be monitoring students during travel, activities, at the hotel and any miscellaneous activities students are involved in.
 - ❖ For trips that are Out of Town but not overnight, please include a **Plan of Supervision Emergency Plan** (*Out of Town field trip attachment C-*) **ONLY if you have not created your own plan**
 - A **Plan of Supervision Emergency Plan** should consist of a brief description and purpose of the trip, connection to teaching and learning, and expected outcomes for the trip with the emergency plan.
2. Send itineraries, list of students and their emergency contacts information, list of chaperones and their contact information **BEFORE** leaving for the trip.
3.  **Once the forms are received I will:**
 - ✚ Review the forms
 - ✚ Research the event/activity for Mr. McCarthy
 - ✚ Submit to Mr. McCarthy for approval
 - ✚ Fax approved forms to Etta Harris in Office of Student Support
 - ✚ After Ms. Harris approves the trip, she will send the forms back to the school via fax or board mail.

PLEASE send a copy of the [request form, Plan of Supervision, itinerary, and list of the students & chaperones](#) to Mrs. McNary and she will submit to:

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

Memphis City Schools

IMPORTANT INFORMATION: Although the ratio for student/chaperone is **20:1**, Mr. McCarthy prefers student/chaperone ratio to be **10:1**. Please keep this in mind when planning Out of Town Trips.

PLEASE SUBMIT AT LEAST 15 DAYS PRIOR TO TRIP

Have your trip approved before committing to a carrier or travel agency.

Information on this form must be printed.

NE REGION OUT OF TOWN TRIP

NE Region
Out of Town Field Trip
attachment A

OVERNIGHT PLAN OF SUPERVISION



School: _____

Date of Trip: _____

Lead Teacher: _____

of students per room: _____

of rooms per chaperone: _____

1. Description of trip:

2. Supervision during transportation:

- (a) Mode of Transportation _____
- (b) How are students being supervised to and from destination?

3. Supervision during activities/performances:

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

4. Supervision during Lodging:

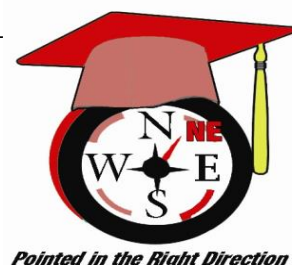
How the students are being supervised after return of activity and/or performances?

How will you ensure that students are not leaving the room?

How often someone is checking the student's room?

5. List steps in case an emergency situation arises.

NE REGION OUT OF TOWN TRIP



Plan of Supervision 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:
