

PETALUMA HIGH SCHOOL
Field Trip Approval Process for Teachers

PROCESS: *Overnight field trips, complete all steps. Auto/Bus/Walking field trips, go to step 2.*

1. Teacher completes [Overnight Field Trip Request Form](#) and attaches a cover letter explaining the purpose **one month prior to the trip**. *Principal and Board approvals required.*
If approved by Principal, the Finance Coordinator will forward these documents to the DO for Board approval.
2. Teacher completes [Field Trip Planning & Approval Form](#) and [Request for Leave Form](#) (if needed) at least **two weeks prior to the trip**. *Principal approval required.* If approved by the Principal, the Finance Coordinator will enter the trip on the PHS Google calendar.
3. Parent completes [Field Trip Consent Form-English \(PB195\)](#) or [Field Trip Consent Form-Spanish \(PB195\)](#). If there is an opportunity for swimming on the field trip complete [Field Trip Swimming Form](#).
4. Student completes [Field Trip Application](#).
5. Teacher requests transportation:
 - A. If a bus is needed:
 - a. **Contact the Finance Clerk at (707) 778-4655 or vleach@petk12.org to verify available funds.**
 - b. Complete [Request for Transportation Service Form](#) and return it to the Finance Office. It will be forwarded to the Principal for review and approval.
 - c. If approved, The Finance Office will forward the completed Request to Transportation who will send a quote to the teacher for confirmation (teachers are not to book charters on their own).
 - d. The Finance Office will request a Purchase Order (PO) and will notify teacher of final approval via email.
 - B. If parents or students are drivers:
 - a. **Email the list of drivers (parents/students) to the AP/Athletic Secretary at swilliams@petk12.org two weeks prior to the field trip.**
 - b. Each driver must complete the [Transportation of Students in Privately Owned Vehicles Form \(English\)](#) or [Transportation of Students in Privately Owned Vehicles Form \(Spanish\)](#).
 - c. Each driver must attach copies of:
 - Driver's license
 - Auto registration
 - Auto insurance declarations
 - d. Return all these documents to the Athletic Secretary who will approve driver clearance once form/information has been verified.
 - e. Encourage drivers to hand in information early.
6. Teacher will (**one week prior to field trip**):
 - A. Confirm original forms (Overnight Field Trip, Field Trip Planning & Approval and Request for Transportation Service, if applicable) are in the Finance Office.
 - B. Give/send the list of students attending the field trip to the Attendance Clerk.

****Field Trip may not be approved if completed forms are not received in a timely manner.****

FIELD TRIP PACKET CHECKLIST:

- | | |
|--|---|
| <input type="checkbox"/> Overnight or Extended Field Trip-Outdoor Ed Request | <input type="checkbox"/> Field Trip Application |
| <input type="checkbox"/> Field Trip Planning & Approval | <input type="checkbox"/> Swimming Field Trip form |
| <input type="checkbox"/> Field Trip Consent form-English (PB195) | <input type="checkbox"/> Request for Transportation Service (PB31) |
| <input type="checkbox"/> Field Trip Consent form-Spanish (PB195) | <input type="checkbox"/> Transportation of Students in Privately Owned Vehicles |