

Petaluma High School
Field Trip Planning & Approval Form

For trips requiring overnight stay or distances of more than 100 miles, Board approval is required one month prior to trip. Use Form PC275.

Teacher(s): _____ Contact Cell Phone #'s: _____

Class / Group: _____ # of Students: _____ Cost to student: \$ _____

Purpose/Objectives for trip: _____

DESTINATION: _____

TRIP DETAILS: Date(s) of Trip: _____ Time Leaving: _____ Time Returning: _____

MODE OF TRANSPORTATION:

- Bus required? School Bus (**Attach completed Transportation Request Form PB31**) Chartered Bus
 Auto (If parents are driving, auto documentation on file for each driver)? Verified by AP Secretary: _____ (initials)
 Students driving? Other _____ (Walking, etc.)

ATTENDANCE:

List of students (with legal names) sent to Attendance Office?

FOOD SERVICES:

Sack lunches needed? How many? _____
If yes, date cafeteria notified: _____

SUBSTITUTES:

- Substitute(s) needed? If yes, what account will be used to pay subs? _____
 Request for Leave form completed and submitted to Kirsten Smith?

BUDGET CODES (for office use only):

Budget # for transportation: _____

Budget # for substitute(s): _____

Budget # for food/lodging: _____

Requested by: _____ Date: _____

Approval by Principal: _____ Date: _____

REMINDERS:

1. The teacher must complete this form and have final approval before letters are sent home or any final arrangements completed. Requests must be submitted at least ten (10) days before the trip. Requests for field trips requiring overnight travel or accommodations must be submitted at least thirty (30) days before the trip.
2. The principal should approve all letters prior to sending them home.
3. All arrangements should be completed at least three (3) days before the trip, so that there is reasonable time to cancel if necessary.
4. Notify food services before the trip. If sack lunches are needed, a specific number must be ordered at least five (5) days prior to the trip.
5. In considering the approval or disapproval of a field trip the school principal shall take into consideration at least the following: safety of the location to be visited, financial impact of possible cancellation, parental attitude, the appropriateness of the mode of travel, and the quality of opportunity for student participation.