

**OVERNIGHT/EXTENDED FIELD TRIP/OUTDOOR EDUCATION REQUEST**

**DIRECTIONS:** This form must be completed, approved by the site administrator and submitted to the **ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES** one (1) month prior to the proposed trip, but not less than 15 days before the board of Education meeting when it is to be considered. Exceptions may be made to this timeline for events such as playoff competition.

**The Principal of the site is responsible for having all district policies and regulations followed for Board Policy and Administrative Regulation # 6153, School-Sponsored Trips.**

All trips involving out-of-state, out of country or overnight travel shall require the prior approval of the Petaluma City School Districts Board of Education. Other trips may be approved by the Superintendent or designee (site administrator).

TEACHER NAME: \_\_\_\_\_ SCHOOL SITE: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_

- 1. Destination: \_\_\_\_\_
- 2. Purpose of trip: \_\_\_\_\_
- 3. Date(s) of trip: \_\_\_\_\_
- 4. Name of student group: \_\_\_\_\_
- 5. Number of students: Total \_\_\_\_\_ Boys \_\_\_\_\_ Girls \_\_\_\_\_
- 6. Describe the housing arrangements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Will there be any form of water activities? No \_\_\_\_\_ Yes \_\_\_\_\_ **If yes**, Board Policy and Administrative Regulation # 6153 must be adhered to. The Principal must submit a summary of how this was accomplished by the site to the Director of Educational Services.

8. Names of the Certificated Faculty Supervisor(s): \_\_\_\_\_  
Names of other Adult Chaperone(s): \_\_\_\_\_  
\_\_\_\_\_

Total number of chaperones including faculty supervisors: Male \_\_\_\_\_ Female \_\_\_\_\_

9. Chaperone fingerprints cleared through Human Resources? Yes? \_\_\_\_\_ No? \_\_\_\_\_

10. Cost for each student to attend this field trip: \$ \_\_\_\_\_ How is the field trip being funded? \_\_\_\_\_ Parent's funding for a field trip is to be considered a donation. Arrangements for inclusion of all students of the class or group must be made, regardless of their ability to pay.

11. Mode of transportation: \_\_\_\_\_. If school or commercial bus is used it must be approved by the Director of Transportation. If private vehicles are used form PB 276 must be completed for each vehicle and approved by the principal in advance of the trip. Has the Director of Transportation been notified? Yes? \_\_\_\_\_ Date \_\_\_\_\_ No? \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

12. 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 visited, financial impact of possible cancellation, parental attitude, the appropriateness of the mode of travel, and the equality of opportunity for student participation.

Approval Signature-Site Administrator: \_\_\_\_\_ Date \_\_\_\_\_

Approval Signature-Assist. Supt. Ed. Services \_\_\_\_\_ Board Approv. Date: \_\_\_\_\_ H/R Dept Date \_\_\_\_\_