



# One Day Field Trip Request Form

## For Single Day Field Trips Within 150 Miles

You can complete this form on your own computer. To move from field to field, use the Tab key. You may then print the completed document and if desired, save the document template to your own computer. Duplicate fields will be repopulated after your first entry.

Activity: \_\_\_\_\_ Location: \_\_\_\_\_

Request Submission Date: \_\_\_\_\_ School: \_\_\_\_\_

Day/Date of Trip: \_\_\_\_\_

### Educational Purpose:

Staff Member Making the Request/Position: \_\_\_\_\_

Organization Making the Request: \_\_\_\_\_

Number of Students Involved in this Activity: \_\_\_\_\_ Cost Per Student: \_\_\_\_\_

Funding Source: \_\_\_\_\_

**Itinerary:** A complete itinerary of the trip including a breakdown of activities by hour must be included with this request.

### Departure:

Time: \_\_\_\_\_ Location: \_\_\_\_\_

### Return:

Time: \_\_\_\_\_ Location: \_\_\_\_\_

**Adult Supervisors:** A ratio of 1 adult for every 10 students is required. \*

Name	Sub. Needed	Name	Sub. Needed
1.	<input type="checkbox"/>	4.	<input type="checkbox"/>
2.	<input type="checkbox"/>	5.	<input type="checkbox"/>
3.	<input type="checkbox"/>	6.	<input type="checkbox"/>

\* One AUHSD staff member must be present at all times. Classified employees may not attend as Adult Supervisors. NCS coaching staff exempt from exclusion.

**Travel Information:** [Volunteer Personal Automobile Use](#) with car insurance documents must be attached.

**Mode of Transportation** Check **ALL** that apply

- Personal Car(s)       Air
- Rental Car(s)       BART or Other Rail
- Bus(es)       Watercraft

### Approval of Activity

Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Schedule:** Please list below the activity breakdown for the day.

<u>Time</u>	<u>Event</u>	<u>Location</u>

**Staff Contact Information:**

Mailing Address: \_\_\_\_\_  
Phone Number(s): work: \_\_\_\_\_ home: \_\_\_\_\_ cell: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Field Trip Check List**  
**(For use by staff member making request)**

- \_\_\_ Consult with administrative assistant and/or athletic director to select non-conflicting date.
- \_\_\_ Prepare documentation for submission to principal.
- \_\_\_ Upon approval of trip, secure transportation.
- \_\_\_ Coordinate financial arrangements with school finance technician.
- \_\_\_ Collect all field trip authorization forms and medical emergency documents and submit to attendance clerk two weeks prior to departure.
- \_\_\_ Arrange for substitute(s) a minimum of one week prior to departure.
- \_\_\_ Distribute Chaperone Expectations sheet and review.
- \_\_\_ Secure insurance and driver license documentation from any adult volunteering to use a private vehicle and attach it to this form.
- \_\_\_ Maintain proper attendance procedures throughout the trip. Contact attendance clerk regarding changes.
- \_\_\_ Within one week after returning from the trip, a meeting with the school finance technician must be held to finalize all trip expenditures, donations, and reimbursements.



## AUHSD Field Trip Chaperone Expectations

Dear Chaperone,

Thank you for volunteering to support our field trip. Your support and assistance are greatly appreciated.

The district has instituted the following guidelines for those wishing to chaperone field trips:

- Please practice professionalism in your manner, dress and use of electronics.
- Chaperones may not bring their own children with them on the trip, unless their child is a student in the class/group going on the field trip.
- Chaperones should arrive on time and not run personal errands on the trip or make excessive personal calls.
- Chaperones should respect the privacy of the students and maintain confidentiality, except if there is a threat to student safety. In such cases they should immediately speak to the teacher or school employee who is in charge of the trip.
- All chaperones who drive must have filled out the [Volunteer Personal Automobile Use](#) form and turned it in prior to the date of the trip.
- All chaperones that drive should not make detours or stops on the way to or back from a field trip.
- Chaperones may not drink alcohol or use any drugs while on a trip.
- When chaperones arrive back at school with students, they must wait with their group until the teacher/coach/staff member arrives.
- Chaperones should uphold rules at all times. AUHSD students are expected to be on excellent behavior at all times and chaperones should support that goal.
- Under no circumstances should chaperones allow students of the opposite sex to be alone in hotel rooms or unsupervised.
- When addressing student behavior, chaperones should be polite and then if necessary inform the teacher.

**Additional expectations for this trip:**

**Emergency Contact Information:**