



Brent International School Subic Education-Outside-The-Classroom / Field Trip Application

Guidelines for Preparing for a Field Trip

Two Weeks Before the Field Trip

- submit **application form** to the principal for approval

One Week Before the Field Trip

- finalize **travel itinerary**
- finalize **travel arrangements** & **contingency plan** with the Personnel Officer
- distribute **permission letters** to the students
- finalize list of students and chaperones

Three Days Before the Field Trip

- collect forms and payment from students
- provide the driver with the address of the destination and a copy of the contingency plan

Day Before the Field Trip

- submit **sub plan** to the offices concerned
- collect payment for fees and *per diem* from Accounting Office (if applicable)
- get first aid kit from the Clinic (if there is no trained medical professional joining the trip)
- distribute information packets* to principal and chaperones

**information packets must contain the following:*

- copy of approved application form
- final travel itinerary
- list of participating students and emergency contact information
- list of hospitals/emergency service units in the area

Day of the Field Trip

- double-check address & contingency packet with the driver
- attendance check prior to boarding the bus



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TO BE SUBMITTED AT LEAST **TWO WEEKS** BEFORE THE TRIP

I. Teacher & Class Concerned

Grade & Section: _____ No. of Students: _____ Subject/s Involved (for MS/US): _____
 Teacher-in-Charge: _____ Contact Number: _____
 Purpose/Objectives: _____

Affected Classes (for MS / US)

<u>Date & Time</u>	<u>Block</u>	<u>Subject / Teacher</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

II. Field Trip Details

Title of the Activity: (if applicable) _____
 Address: _____

 Contact Person: _____ Contact Number/s: _____
 Date/s of Field Trip: _____ Day Trip Overnight
 Departure Time: _____ Estimated Date & Time of Return: _____
 Ocular at site accomplished? No Yes, date of visit: _____
 Security clearance? No Yes, date of visit: _____

Travel Itinerary (Feel free to attach a separate sheet to this form if the space below is not enough)

<u>Time</u>	<u>Venue</u>	<u>Activity</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Estimated Cost

	<u>Cost per Student</u>	<u>Cost per Adult</u>
Entrance Fee	_____	_____
Transportation	_____	_____
Meal/s	_____	_____
Accommodations	_____	_____
Other/s:	_____	_____
TOTAL COST per Individual	_____	_____
ESTIMATED TOTAL COST	_____	_____



Brent International School Subic Education-Outside-The-Classroom / Field Trip Permission Slip

Dear Parents/Guardians,

This letter is to inform you of a pending out-of- school activity.

Nature of the Activity: _____

Purpose of the Trip: _____

Date/s: _____

Cost: _____

Departure from Brent: _____

Return to Brent: _____

Students are requested to bring: _____

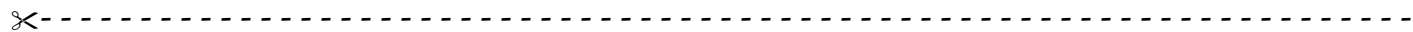
*NOTE: ALL STUDENTS WILL RETURN TO BRENT AFTER THE ACTIVITY.
NO OTHER ARRANGEMENTS WILL BE MADE UNLESS THE TEACHER-IN-CHARGE IS NOTIFIED IN ADVANCE.*

Parents/guardians are requested to fill-in the permission slip below to signify if your student is/is not allowed to attend the activity. The return of the signed slip informs the School that you are aware of the activity, the times the child will be out of school and the arrangements that have been made for the trip. Any student that does not return a signed permission slip by the indicated deadline will not be allowed to accompany the group.

Sincerely yours,

Noted by:

Principal



PERMISSION SLIP

Permission slips & payment must be submitted by _____ so that appropriate arrangements can be made.

- YES, my child may participate in this field trip / activity.
- NO, my child will not participate in this field trip / activity because _____

Name of Student: _____ Grade & Section: _____

Name of Parent/Guardian: _____ Signature: _____

Any medical issues we should know about? _____

In case of emergency, please call: _____

Kindly include the name if the person is different from the parent/guardian listed above.