

FIELD TRIP REQUESTS MUST BE SUBMITTED IN PERSON TO JANICE COHEN IN THE AAC AT LEAST TWO WEEKS PRIOR TO THE TRIP.

FIELD TRIP REQUEST

NO trips are to be scheduled two weeks prior to first semester finals and three weeks before the end of the second semester. Please **PRINT** and fill out form **COMPLETELY** before submitting to Activity/Athletic Center.

TEACHER/ADVISOR: _____	DATE OF TRIP: _____
CLASS/GROUP: _____	# OF STUDENTS: _____
DAY OF WEEK: _____	DEPARTURE TIME: _____
RETURN TIME (AT AHS): _____	
DESTINATION: _____	
ADDRESS: _____	
REASON FOR TRIP: _____	

1. **PARENT PERMISSION FORM** - Each student must have returned a signed "Field Trip Authorization" form to the advisor at least one week prior to the field trip. **AFTER THE FIELD TRIP, ALL FIELD TRIP AUTHORIZATION FORMS ARE TO BE RETURNED TO THE ACTIVITY/ATHLETIC CENTER (AAC) WHERE THEY WILL BE HELD FOR TWO YEARS (D.O. MANDATE).** The Teacher/Advisor is to prepare a list of all students approved to attend and distribute to all teachers and Attendance office at least two days prior to the trip. A list showing the students who actually attended is to be turned in to the Attendance Office the next day.
2. **OVERNIGHT FIELD TRIPS** require district board approval. See the AAC for the request form. Requests must be submitted six weeks prior to the trip.
3. **SUBSTITUTES** - The Teacher/Advisor must make arrangements for their own sub by submitting a request to the Main Office or Personnel. Please use AESOP code #156501 when scheduling a sub.
4. **FUNDING** - Field Trips may be funded by existing accounts or by funds collected from students and deposited in the AAC. It is the responsibility of the Teacher/Advisor to make sure that all students pay. If insufficient funds are collected, payment will be taken from department supply/conference account.
5. **TRANSPORTATION** - The AAC will order transportation for the field trip. Rental vehicles hold up to 7 passengers plus driver. Bus companies start charging at the time bus leaves their yard & stops charging when they return to yard.

6. <u>CHECK ONE:</u>		
_____ 8-passenger rental vehicle cost is \$165/day + fuel cost.		<u>WORKSHEET</u> - Approximate the cost of the trip by completing the following <u>before</u> submitting to the AAC:
_____ School Buses (Durham Transportation-Calabasas) 55 passenger \$455 for 3 hours + \$43/hour after		Price of admission tickets, etc. \$ _____
_____ 55 passenger bus: From 9:00 am – 2:00 pm (\$43.00/hr)		Price of Transportation \$ _____
_____ Parent/Staff Member Drivers (Waivers will be collected) (No cost)		Cost of Substitute Teacher (\$140.00/day) \$ _____
_____ Walking (No cost)		Misc. Expense \$ _____
7. <u>ACCOUNT NUMBER</u> to be charged: _____		Add 15% contingency \$ _____
8. Schedule Sale Dates With AAC		Total \$ _____

REQUIRED SIGNATURES:

DEPARTMENT CHAIR: _____ DATE: _____

CALENDAR CLEARANCE: _____ DATE: _____

ASSISTANT PRINCIPAL: _____ DATE: _____

PRINCIPAL: _____ DATE: _____