

## FIELD TRIP REQUEST – Day Trip

**To Receive authorization and liability clearance, SUBMIT A COMPLETE PACKET NO LATER THAN ONE WEEK PRIOR for one day field trips.**

All field trip forms are available in the Principal's Office, or online at tamhigh.org. Check off all items in the order listed:

\_\_\_\_\_ Complete the *Field Trip Request Form*, and get approval from the Principal before proceeding. Please specify the start and end time of the field trip.

\_\_\_\_\_ See the Budget Secretary to arrange for financial deadlines and requirements. Refer to the attached information for an additional check list of financial considerations.

\_\_\_\_\_ It is your responsibility to be familiar with the Board Policy on field trips. Please refer to Board policy BP 6153, AR 6153, BP 3541.1(a), and AR 3541.1 for complete information. Copies are available in the Principal's Office.

\_\_\_\_\_ Fill in a *Parent Permission for Student Participation* form with the dates and destination information. Make copies and distribute to students.

\_\_\_\_\_ Compile a list of the participants. Check off each student when they return a completed permission form. Teacher sign-off is required if class time will be missed. Medical insurance information, including a policy number, must be completed – if none, student must write "NONE" on the form.

\_\_\_\_\_ Compile a list of drivers. Check off each driver when they complete a *School Driver Certification Form* AND submit a copy of their auto insurance declaration page. The auto insurance policy must show the driver's name, the expiration dates of the policy, and adequate coverage (\$100,000/300,000) of liability. Proof of coverage is required before authorization of your field trip.

\_\_\_\_\_ Compile a list of adult participants. Each must fill out a *Volunteers/Chaperone Waiver Form* whether or not they are driving. This is a medical release form and is required for all adults. Board policy requires one adult chaperone for every ten students.

\_\_\_\_\_ Submit completed packet (the lists of students, drivers, and adults, as well as the individual forms and driver insurance information) to Mary O'Leary, Administrative Assistant, AT LEAST one week prior to the field trip. Arrange for a substitute teacher if one will be needed. You do NOT need to make copies of forms – they will be returned to you.

Authorization of field trips is NOT guaranteed if paperwork is not submitted in a timely fashion. The teacher in charge assumes liability for trips not authorized in advance by administration. Authorization is contingent upon timely and complete submission of required paperwork. On the day of your field trip, take the forms with you, and give a list of participants to the Attendance Clerk to excuse absences. Thank you!