

OVERNIGHT FIELD TRIP REQUEST

To receive authorization and liability clearance, SUBMIT A COMPLETE PACKET NO LATER THAN ONE MONTH PRIOR for overnight and TWO MONTHS prior for Out-of-State or high risk field trips

All field trip forms are available in the Principal's Office or online at <https://www.tamdistrict.org/> under the STAFF tab

- 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 checklist of financial considerations.
- It is your responsibility to be familiar with the **Board Policy** on field trips. Please refer to Board Policy BP 6153AR 3541.1(a), and AR 3541.1 for complete information. Copies are available in the Principal's Office.
- Fill in a Parent/Guardian Permission for Student Participation form with the **destination, dates, mode of transportation, trip does/does not involve swimming, field trip activities are/are not considered by the District to be "high risk" to participants.**
- 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. Insurance is required for overnight trips, and must be purchased for all if one student does not have coverage. Admin will assist with policy.
- 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, expiration dates of the policy, and adequate coverage (\$100,000/\$300,000) of liability. Proof of coverage is required before authorization of our field trip.**
- Compile a list of adult participants. Each must fill out an **Adult Field Trip 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 (10) students.
- Submit completed packet (the list of students, drivers and adults, as well as the individual forms and driver insurance information to the on-site Admin who manages the field trips. You do NOT need to make copies of forms - they will be returned to you.

Authorization of field trips is **NOT** guaranteed. The information will be forwarded to the District Office for final authorization once it has been reviewed by on-site Admin. Paperwork not submitted in a timely fashion may prevent final approval for your field trip. You will be notified when the trip is authorized. Arrange for a substitute teacher if one will be needed. On the day of your field trip, take the forms with you, and give a list of participants to the attendance office.