**FHS Field Trip Checklist**

Field trips are a wonderful opportunity to enhance student learning; however, they are optional. When planning a field trip, the following steps need to occur to obtain approval:

1. **Locate the field trip forms in the shared file/Field Trips**. Print, complete and submit to the Principal’s Secretary for Principal’s approval at least four weeks before field trip. Be sure to include the following documents:
   1. Field Trip Form Request – Day Trip
   2. Overnight Field Trip/Athletic Event Form (if needed) 6 weeks before Event! Must be typed for presentation to the Board
   3. Copy of event or meeting flier/itinerary/agenda
   4. Copy of registration information
   5. COVID protocol letter
   6. Field Trip/Excursion Permission Slip
   7. Bus/Car Attendance Roster
   8. Private Vehicle Field Trip/Sport Activity Permission Slip (if needed)
   9. Include a one-page written explanation of how Covid protocols will be carried out on the trip
2. Be prepared to show how the trip will be paid for, how many students will be attending, how many chaperones will be needed, if a substitute teacher will be required, if private vehicles will be used, etc.
3. How will the trip be funded? There are several approaches:
   1. State the purpose of the trip and why it is a great opportunity. State the needs and costs, and the amount each student needs to donate. If the target amount is met (perhaps with a small overage), then all identified students may attend.
   2. Set a specific donation amount required. All students may donate or raise that specific target amount. If the target is met, the field trip may proceed. If not, the field trip would be canceled.
   3. At times, there are some funds available to help those students who cannot donate due to family issues. However, this is very private and must not be widely known. These students need to approach you individually or you seek them out for a private conversation.
4. Local Field Trips:
   1. Site Principal Approval
   2. Originals returned to Coach/Advisor; copy kept by Principal’s Secretary
   3. Proceed with making transportation arrangements and other plans
   4. Forms will be submitted to HR for Chaperone & transportation approval
   5. If needed, request substitutes for all teachers that may miss classes
   6. A signed permission slip must be turned in by all students
   7. On the day of the trip, make a copy of all permission slips for the Principal’s Secretary and attendance; keep all originals with you on the trip
5. Overnight or Out-of-State Field Trips:
   1. Site Principal Approval—six weeks before the next Board Meeting. Give yourself plenty of time AFTER the Board Meeting to make all reservations
   2. Forms will be submitted to HR for Chaperone & transportation approval
   3. Once approved by HR, forms will be forwarded to Superintendent’s Secretary eight (8) days before Board Meeting
   4. Board Approval (at a Board Meeting four weeks before trip).
      1. **Annual Repeat Trip?**  “Consent”….no coach/advisor needs attend Board Meeting
      2. **First-Time Request?** “Overnight Fieldtrip”….coach/advisor must present at the Board Meeting
      3. **New Head Coach/Advisor for Repeat Trip?** “Overnight Fieldtrip”…. coach/advisor must present at Board Meeting
      4. **Submission date later than the required 4-week notice?** (see attached AR 6153) a letter from the coach/advisor to be included in the packet stating the reason for the late request. Coach/Advisor must present at the Board Meeting
6. Once approved
   1. A signed permission slip must be turned in by all students
   2. On the day of the trip, make a copy of all permission slips for Principal’s Secretary; keep all originals with you on the trip
   3. If needed, request substitutes for all teachers that may miss classes
   4. turn in appropriate purchase orders or transportation requests
   5. Upon return, complete an Expense Claim for expenses not pre-paid

HAVE A GREAT TRIP!

3/1/2022