



Building Field Trip Flow Chart

Complete Field Trip packet, available in the SCOOP

FUND TYPE – Who is paying what?

ASB

Activities
Clubs
Athletics

CTE

If CTE is funding, you will need to fill out both **ASB** and **General Fund** forms.

GENERAL FUND

Department
Students in a class

Additional Paperwork Needed

- ASB Travel Request for all employees supervising FT
- Separate PO's need to be submitted to the ASB office (if applicable)
 - Transportation; bus PO# needs to be on Field Trip form
 - Hotel (bring a rooming list when you return)
 - Registration
- ASB Statement of Travel after returning from FT (with receipts)

Additional Paperwork Needed

- General Fund Travel Request for all employees supervising FT
- Separate PO's need to be submitted to the office manager (if applicable)
 - Department account code needs to be on Field Trip form
 - Hotel
 - Registration
- General Fund Statement of Travel after returning from FT (with receipt)

For **local, 1-day trips**, the field trip coordinator fills out and signs pages 22-24, 30 and turns them in to the main office for administrative approval. Then, copies of the *Informed Consent* forms will be made and returned to the coordinator to pass out to students.

For **out-of-state and/or overnight trips**, the coordinator fills out and signs (ASB signatures) pages 22-25, 28-31 and turns them in to the main office for administrative approval. Then, copies of the *Informed Consent* form and Assumption of Risk will be made and returned to the coordinator to pass out to students.

The **coordinator collects all the signed (by parents) *Informed Consent* forms** by the date shown at the top right corner of the forms. The Medical Release portion must be filled out or the form will be returned to the student. Student names and ID numbers must be on each form. If a student will be taking medication, notify the health room.

The coordinator then turns the batch in to the main office by the date shown at the top right corner of the forms. Please, NO STAPLES. In addition, you will need to email a roster including student name, id number and grade to jrichardson@everettsd.org, please be sure to send it in an excel spreadsheet.

All forms in the packet need to be **completely** filled out, and each adult needs to complete the *Informed Consent Notice Adult Supervisor*.

Anyone who is an **adult**, and **not a district employee, needs to be screened** and **approved** by the district to volunteer. If the trip is overnight, the adult needs to be screened as an extended day volunteer and attend an overnight chaperone training.

Signed *Informed Consent* forms turned in LATE WILL NOT BE ACCEPTED, as the main office and health room need a specific timeframe in which to process the forms. If a student comes to the main office to turn in a late form, they will be redirected back to the coordinator.

The main office will book district transportation requests, but it is the responsibility of the coordinator to confirm the transportation (call ext. 4144) a week prior to the trip. If you plan to use a charter company, the coordinator is responsible for contacting an approved charter company, securing a contract and working with the ASB office for approvals.

If transportation is a **school/district van, the driver must have a Type II License**. Classes are available in Frontline. The coordinating staff member is responsible for all fuel costs associated with the trip and reserving a van for trip dates. Always keep documentation with you.

Administrative Approval Needed:

1 Day Trip – 30 Days before trip date

Overnight or out-of-state – 45 days before trip date

International – 1 Year before trip date