

Field Trip Request Checklist for Staff Members

One Day, Local Trip

Fill out the 3 main field trip request forms which can be found in the Scoop under Easy Links.

- ☐ **Field Trip Request Form** – Be sure to include a budget code if you are requesting a district bus. Sign at bottom.
- ☐ **Informed Consent Notice Adult Supervisor** (for chaperones/teachers/coaches) – Top portion to be filled out by staff member going on field trip.
- ☐ **Informed Consent Notice** (for students) – Top portion to be filled out by staff member going on field trip.

Overnight/Out-of-State/International Trip

Fill out the 3 main field trip request forms listed above, plus the following (all forms can be found on the Scoop under Easy Links):

- ☐ **Overnight and International Travel Report** – To be filled out by staff member going on field trip.
- ☐ **Overnight and International Travel Report Supplemental Information** – To be filled out by staff member going on field trip.

All Trips

Additional required forms (if applicable) which can be found in the Scoop under Easy Links:

- ☐ **Private Vehicle Travel** (if students or parents are driving) – Top portion to be filled out and signed by staff member going on field trip.
- ☐ **ASB Travel Request (if using ASB funds)** – To be filled out and signed by staff member going on field trip and signed by ASB Treasurer and ASB student representative.
- ☐ **Travel Request (for expense reimbursements)** – To be filled out and signed by staff member going on field trip.

Then...

- ☐ ***Turn all the completed forms in to Main Office Secretary to submit to administrator for approval signature.***

Once approved, copies of the signed forms will be returned to you so you can:

- ☐ Make copies of the student consent forms (and private vehicle use forms, if applicable) for the students to have signed by their parents.
- ☐ Make copies of the adult consent forms for chaperones/teachers/coaches (including you) to fill out and sign.
- ☐ Collect all signed consent forms, from students and chaperones/teachers/coaches, and turn into Main Office Secretary, in one batch, by date on the top right corner of student consent forms. Copies will be made and the originals will be returned to you to keep with all of your approved forms to take on your field trip.

Remember, ***overnight training is required*** for all chaperones/teachers/coaches going on overnight field trips.