

**JOHN A. FERGUSON FIELD TRIP CHECKLIST 2012 - 2013**

The following information must be completed when submitting Field Trip Requests for approval. Additionally, this *Checklist* should be completed and attached as the cover page of each *Field Trip Request Form (FM 2431 rev. 8-11)*. Incomplete field trips will be returned to the teacher.

Destination: \_\_\_\_\_ Date of Field Trip: \_\_\_\_\_

School: \_\_\_\_\_ Date Submitted to Region: \_\_\_\_\_

AREAS FOR COMPLETION	CHECK
<p><u>Field Trip Permission Request Form (FM-2431 Page one)</u></p> <ol style="list-style-type: none"> <li>1. <b><u>In-County</u></b> (10 school days prior to date of Field Trip)  <b><u>Out-of-County</u></b> (15 school days prior to date of Field Trip)  <b><u>Out of State</u></b> (30 days prior to date of Field Trip)  <b><u>Out-of-Country</u></b> (60 days prior to date of Field Trip)</li> <li>2. <b><u>Destination</u></b> (address/dates and times of trip)</li> <li>3. <b><u>Name of Group</u></b></li> <li>4. <b><u>Name of School Group Sponsor / Sponsor's Signature</u></b></li> <li>5. <b><u>Number of Students in Group/Number of Students Participating</u></b></li> <li>6. <b><u>Means of Funding</u></b> (also cost and provision for those unable to pay; \$0.00 for provisions not n/a)</li> <li>7. <b><u>Number of Teachers / Number of Parents / Total number of Chaperones</u></b> (1:15 in-county field trips &amp; 1:10 out-of-county; Gender equity regarding chaperones for overnight trips is required)</li> <li>8. <b><u>Purpose for Trip</u></b> (must be educationally related)</li> <li>9. <b><u>Transportation Information</u></b> (print out of approved bus list &amp; person who verified bus company)</li> <li>10. <b><u>Principal Signature</u></b> (type in school name next to Principal's Signature)</li> </ol>	
<p><u>Student Roster</u> (typed with address and parent contact numbers)</p>	
<p><u>Chaperone Roster</u> (typed with volunteer number and level and signed by sponsor and Principal)</p>	
<p><u>Field trip agenda/ itinerary</u>            Include Hotel Accommodations (attach hotel reservation/confirmation form, hotel phone number and address)</p>	
<p><u>Airfare/Rental Car Confirmation</u> (attach approval &amp; contract)</p>	
<p><u>Temporary Duty Form</u> (turn in to Mercy Valdes)</p>	
<p><u>Treasurer's Signature</u> (Purchase Order required if charging for field trip)</p>	
<p><u>Interscholastic Contracts</u> (performing groups/competitions; Mrs. Rae-Schulze will check)</p>	
<p><b>Private Vehicle for Transporting Students</b> (FM 6298 rev. 8-11; copy of driver's license and proof of insurance must be submitted)</p>	
<p><b>Water Related Field Trips Request</b> (FM 6614 rev. 8-11) (completed and sent to Michael Fox Mail Code: 9112 – Risk Benefits Management)</p>	
<p>Need Title 1 Justification Form (Form #4739)</p>	N/A
<p><u>Travel Expense Report</u> (FM-0994 if out-of-county/country)</p>	
<p><b>Trip Denied:</b></p> <p><input type="checkbox"/> Did not meet deadlines</p> <p><input type="checkbox"/> Missing information or needs corrections(Re-submit within 24 hours)</p> <p><input type="checkbox"/> Other: _____</p> <p>_____</p>	

Activities Director Signature: \_\_\_\_\_