

Fullerton Joint Union High School District
EXTENDED FIELD TRIP REQUEST

Proposals for field trips WITHIN THE STATE are to be submitted to the Administrator, Educational Services, through the school principal at least 45 days prior to the planned departure date. Proposals for OUT-OF-STATE extended field trips are to be submitted at least three (3) months prior to the planned departure date. **Chaperones must be 25 years of age or older.** All proposals shall have prior Board approval before being advertised to students and parents. Additional sheets should be attached if more space is needed for explanation of any questions listed. USE TYPEWRITER ONLY TO COMPLETE THIS FORM.

Day/date/time of departure _____ Day/date/time of return _____
(day) (date) (time) (day) (date) (time)

Location or destination _____
(Attach conference schedule or itinerary)

Name of group or type of activity _____ Course Title (if applicable) _____
(as listed in Course Catalog)

Objectives Of trip _____

Estimated number of students who will be participating _____ Number of female students _____ Number of male students _____ Amount of classroom time lost _____
(days or class periods)

What arrangements have been made for students to make up homework? _____

Number of instructors and/or adult supervisors _____ Will substitute(s) be necessary? _____ If substitute(s) are needed, how many _____
(There must be one supervisor for every ten [10] students.) If substitute(s) are necessary, for how many days or class periods _____

Transportation arrangements [at least one driver required for every nine (9) students; all drivers must be staff members or adult volunteers]

If a private vendor is to provide ground transportation, the District's Director of Transportation must approve the vendor and equipment before the field trip request is submitted.

Approved by: _____ Date _____
Director of Transportation

Arrangements for accommodations and meals _____

Number of Students _____ X Total cost per student \$ _____ = Total cost \$ _____ Out-of-pocket cost per student \$ _____

Funds to be derived from what source(s) _____ Planned disposition of unexpended funds _____

Have any deposits/advance payments been made? _____ How are staff/parent/volunteer costs covered? _____

(NO GROUP SHALL BE AUTHORIZED TO TAKE A FIELD TRIP IF ANY STUDENT WHO IS A MEMBER OF THE GROUP WILL BE EXCLUDED FROM PARTICIPATION BECAUSE OF LACK OF SUFFICIENT FUNDS.)

I HEREBY CERTIFY THAT ALL REQUIREMENTS OF BOARD POLICY 6560 AND ADMINISTRATIVE REGULATIONS 6560.1 AND 6560.2 WILL BE MET.

Instructor's Signature _____ Campus _____ Date _____

Instructor's Name _____
(Type instructor's name)

ALL PERSONS TAKING THE FIELD TRIP SHALL BE DETERMINED TO HAVE WAIVED ALL CLAIMS AGAINST THE DISTRICT, THE TEACHERS, AND THE BOARD OF TRUSTEES FOR INJURY, ACCIDENT, ILLNESS, OR DEATH OCCURRING DURING OR BY REASON OF THE FIELD TRIP. ALL ADULT VOLUNTEERS TAKING OUT-OF-STATE FIELD TRIPS SHALL SIGN A STATEMENT WAIVING SUCH CLAIMS. ALL STUDENT PARTICIPANTS MUST SUBMIT A PARENTAL CONSENT FOR MEDICAL AND DENTAL CARE AND WAIVER OF LIABILITY FORM.

APPROVALS: Principal _____ Date _____

Date approved by Board of Trustees _____

Date approved copy sent to campus _____