

Extended Field Trip Requests Checklist

All Extended Field Trip Requests must be completed in their entirety (TYPED) and in particular as follows:

- Name and address of hotel/destination where students will be staying;
- One teacher/instructor/supervisor (must be certificated) for every ten (10) female students and one teacher/instructor/supervisor (must be certificated) for every ten (10) male students. There is a minimum of two chaperones (no matter what gender) for each field trip. A minimum of one certificated staff member per trip is required.
- Names of teachers and their titles (i.e., teacher, parent, etc.) on a separate page must be noted;
- Chaperones who are non-District employees must be fingerprinted. Additionally, a Volunteer Assistance Request must be completed on a yearly basis for all classified and non-District employees. Once these two items have been processed and you have received a District Volunteer Clearance form from Human Resources, please attach a copy of this form to your completed Extended Field Trip and submit to Education and Assessment Services for Board approval. The Volunteer Clearance form **MUST** accompany your Extended Field Trip or it **WILL NOT BE PROCESSED**.
- Flyer or promotional materials for the extended field trip must accompany Extended Field Trip Request form;
- If flying, airline and flight information (including flight number)
- Complete itinerary or agenda of the extended field trip must accompany Extended Field Trip Request form;
- If this extended field trip requires the use of District and charter vehicles, Director of Transportation Rafael Delgado must sign off. Therefore, first send Extended Field Trip form to Rafael Delgado for signature and will be forwarded the form to Education and Assessment Services;
- If this extended field trip does not require the use of District vehicles, Ed Atkinson, Assistant Superintendent, may sign off;
- Instructor and School Principal **MUST SIGN OFF ON ALL EXTENDED FIELD TRIPS**;
- Request should be received by Education and Assessment Services no later than sixty days from date of Extended Field Trip for approval by the Board of Trustees.

In order to process Extended Field Trip forms in a timely manner, please follow the above referenced instructions completely.

Thanks for your assistance!