

**OVERNIGHT FIELD TRIP REQUEST
APPROVAL CHECKLIST**

School Name:	Tupelo Middle School
Group Requesting Trip:	7 th Grade Science
Name of Teacher/Advisor/Sponsor:	Connie Gusmus and Samantha Capers
Name of Administrator:	Misty McRae
Field Trip Destination:	Gulfport, MS
Purpose of Trip:	To participate in the enrichment camp at Gulf Coast Research Labs and the Stennis Center
Date(s) of Field Trip:	April 16 – April 18, 2012
Cost of Field Trip (per student):	\$220
Number of Students:	50
Number of Staff Chaperones:	4
Number of Other Chaperones:	0
Mode(s) of Transportation:	Callahan Charter Bus

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Checklist

_____Field Trip Request Form:

- The field trip request form must be submitted to the principal and superintendent for all trips and excursions with the exception of athletic competitions conducted on a published schedule.
 - Walking Field Trips/Excursions – One week prior to requested date.
 - Day Field Trips/Excursions Requiring Transportation – Two weeks prior to requested date.
 - Overnight Field Trips/Excursions – Three months prior to the requested date
- The teacher/advisor/sponsor has submitted the request form to the principal for approval.
- The principal has approved, signed and submitted the form to the superintendent.

_____Summary of Trip:

- An overview of the field trip/excursion is provided.
- The field trip/excursion relevance to the curriculum is provided.
- Follow-up instructional activities, assignments and/or are identified.
- The follow-up activities are reflective of the learning gained through participation in the field trip/excursion.
- Literature supporting the field trip is provided. i.e. brochures, agendas, flyers
- A trip itinerary is provided. The itinerary must provide sites to be visited along with dates, times, and contact information.

_____Cost of the Trip:

- The listing of projected individual and total trip costs is provided.
- The list includes all foreseeable expenses, including transportation, lodging, meals, admission registration, incidental expenses, etc.

_____Travel Expense Request:

- A travel expense request has been completed for all trips involving cost to individual students or school budgets.

_____Chaperones:

- An administrator is identified to attend the field trip/excursion.
- A listing of all trip chaperones is provided.
- The list of chaperones is listed as administrator, staff chaperone, or other chaperone.
- Other chaperones have passed both criminal background and child abuse registry checks.
- The following ratios has been applied in terms of adults to students: 1:5 for grades Pre-K, K, 1, 2; 1:8 for grades 3, 4, 5, 6, 7, 8; and 1:12 for grades 9, 10, 11, 12.

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_____Charter Bus Contracts:

- At least two quotes are provided from charter bus vendors or other commercial carriers.
- A contract is provided for Board approval by the superintendent and Board of Trustees.