



# FIELD TRIP REQUEST FORM

Date of Submission: 12/16/11

Type of Trip:      Instructional      Supplementary      Extended

1. Organization/Grade/Course Planning Trip: East Orchestras 10-12
2. Contact Person (Responsible for Checklist Completion): MARK ESKOLA
3. Field Trip Date(s): 4/4-10/2012 Destination: Seattle
4. Field Trip Overview (Include events, establishments and locations):  
See attached

5. Field Trip Departure from School (Date and Time): 4/4/12 12:30 pm  
Field Trip Return to School (Date and Time): 4/10/12

6. Objectives of Field Trip: Perform, experience diverse cultures, study music - master class. See Itinerary

7. Relationship to Curriculum or Student Learning: Perform, reflect, experience music.

8. Planned Follow-up Field Trip Activities: Evaluate trip in class discussion.

9. Field Trip Budget Request

Estimated Expenses		
Total Admission/Fees		\$ 700 / person
Total Meals		\$
Total Lodging		\$
Total Transportation		\$
<input type="checkbox"/> School District Vehicle(s)		
<input checked="" type="checkbox"/> Commercial Transportation Carrier ~ Name: <u>MN Coaches</u>		
<input type="checkbox"/> Private Vehicle (requires certificate of insurance) ~ Name: _____		
Total Additional Stipends:		\$
Other:		\$
<b>Total</b>		\$ 700

Revenues		
District Budget	Code:	\$
Booster Group		\$
Donations		\$
Student Fees		\$
Total Additional Stipends:		\$
<b>Total</b>		\$

Students pay for this.

11. Reviewed/Completed Request Checklist:      Yes      No

**RETURN COMPLETED REQUEST TO BUILDING PRINCIPAL**

## FIELD TRIP REQUEST CHECKLIST - All Field Trips

DIRECTIONS: Please complete checklist. No attachments are necessary.

- Develop and Communicate Student Discipline Expectations
- Forward Field Trip Explanation and Fee Structure Letter Sent to Parents/Guardians
- Collect Parent/Guardian Permission for Student Participation in Field Trip (Include request for special information - i.e. allergies, medications, special needs.)
- Gain Access to Cell Phone for Field Trip
- Plan Arrangements for Early Pick-Up or Late Drop-Off Students (if necessary).  
**Guide:** May choose to leave message on school voice mail to help with late drop off.
- Plan Meal Arrangements (if necessary)  
**Reminder:** Notify food service of non-participation.
- Plan Administration of Student Medication and First Aid Needs (if necessary)  
**Guide:** Contact School Nurse.
- Develop and Communicate Action Plan if Student Gets Lost on Trip
- Arrange Adult Chaperones for Field Trip (if necessary)  
**Guide:** One (1) adult for every twenty (20) students depending on field trip. Parent volunteers are encouraged when possible or appropriate.
- Develop and Communicate Teacher and Adult Chaperone Expectations  
**Example:** Supervision duties, no smoking, no alcohol
- Planned Itinerary

TIME

LOCATION

*see attached*

TIME	LOCATION
_____	_____
_____	_____
_____	_____
_____	_____

- Maintain Student Roster and Check-in/Check-out Procedure
- Arrangement for Safety Needs (i.e. crossing guards)

Signature of Contact Person:

*Mark Baker*

## FIELD TRIP REQUEST CHECKLIST - Extended Trip Only

DIRECTIONS: Please complete checklist and attach all appropriate materials.

- Develop and Complete Field Trip Itinerary and Emergency Telephone Contacts Letter to Parents/Guardians  
**Note:** Attach tentative planned itinerary.
- Arrange Funding of Expenses During Trip
- Arrange Meal Plans
- Arrange Lodging Plans and Room Assignments
- Collect Family Emergency Information for Students  
**Example:** Home phone numbers, emergency contacts, medical information
- Additional Information  
**Note:** Provide any additional information.

Signature of Contact Person:

*Mark Baker*