

**HIGH SCHOOL  
FIELD TRIPS, EXCURSIONS & BUS REQUISITION FORM**

**A. DATE & TIME OF EVENT:** \_\_\_\_\_

**B. LOCATION OF EVENT:** \_\_\_\_\_

**C. ACTIVITY GROUP & SUPERVISOR:** \_\_\_\_\_

**D. PURPOSE OF FIELD STUDY:** \_\_\_\_\_

**E. CONTACT PHONE NUMBER(S) AT STUDY SITE(S):** \_\_\_\_\_

**F. NAME, LOCATION & PHONE NUMBER OF EMERGENCY MEDICAL  
FACILITIES NEAR STUDY SITE(S)**

**G. SUBSTITUTE NEEDED:** \_\_\_\_\_ **YES** \_\_\_\_\_

**NO**

**H. TRANSPORTATION WILL BE REQUIRED:** \_\_\_\_\_ **YES**

\_\_\_\_\_ **NO**

**I. NUMBER OF PASSENGERS:** \_\_\_\_\_ **NUMBER OF BUSES:** \_\_\_\_\_

**J. DISTANCE:** \_\_\_\_\_ **MILES @** \_\_\_\_\_ **PER MILE = \$** \_\_\_\_\_

**K. BUS WILL DEPART FROM:** \_\_\_\_\_ **DEPARTURE TIME:** \_\_\_\_\_ **AM/PM**

**L. BUS WILL RETURN TO:** \_\_\_\_\_ **APPROX. RETURN TIME:** \_\_\_\_\_ **AM/PM**

**BY SIGNING BELOW, THE SUPERVISOR AGREES TO ABIDE BY ALL GUIDELINES AS  
OUTLINED ON THE BACK OF THIS PAGE.**

**Activity Supervisor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Request is:** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Not Approved**

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

SIGNED COPIES WILL BE DISTRIBUTED TO: TRANSPORTATION DIRECTOR, REQUESTING SUPERVISOR &  
SUPERINTENDENTS OFFICE, HS OFFICE- ORIGINAL COPIES WILL BE FILED IN PRINCIPAL'S OFFICE

## **CHAPERONE GUIDELINES**

### **GUIDELINES FOR CHAPERONES ON DUTY:**

- A. Chaperones will meet with the supervisor daily.
  - B. Know “Policies Regarding Student Behavior” and enforce them.  
Do not make a major decision without first discussing it at the daily staff meeting or individually with the supervisor.
  - C. Emergency situations: immediate rational action may be necessary, when time permits, consult the supervisor.
  - D. Keep communication channels open between students, chaperones, bus drivers, and the supervisor.
  - E. Daily time schedules will be announced. Please follow them and see that students are punctual in meeting the schedules.
  - F. Report any unusual behavior or information to the supervisor.
  - G. It is essential that chaperones supervise assigned students and areas to the best of their ability.
  - H. The supervisor will set additional guidelines as deemed necessary to provide a safe and meaningful experience for all individuals on the trip.
  - I. Chaperones shall not consume alcohol.
  - J. Chaperones shall be dressed appropriately for the occasion.
- \*Supervisor means activity supervisor

## **FIELD TRIPS AND OVERNIGHT TRIPS**

### **FOLLOW THESE STEPS CLOSELY:**

- You must pre-approve all trips/field trips, etc. with the appropriate principal.
- Overnight trips must be approved in advance by the School Board.
- When trips involve a Sunday or Wednesday, the ministerium must be notified one month in advance.
- On overnight trips there must be one chaperone for every 8 students attending. For day trips one chaperone for every 30 students.
- No alcohol or illegal drugs may be used during outings involving students.
- All receipts must be turned in with Claim Forms if reimbursement is to be paid.
- For further requirements please see Policy 610 of the School Board Policy Book.