

**OVERNIGHT FIELD TRIP REQUEST  
APPROVAL CHECKLIST**

<b>School Name:</b>	Tupelo High School
<b>Group Requesting Trip:</b>	Boys Golf
<b>Name of Teacher/Advisor/Sponsor:</b>	Mark Enis
<b>Name of Administrator:</b>	Art Dobbs
<b>Field Trip Destination:</b>	Myrtle Beach, SC
<b>Purpose of Trip:</b>	To compete in the Palmetto High School Golf Championship
<b>Date(s) of Field Trip:</b>	April 3 – April 7, 2012
<b>Cost of Field Trip (per student):</b>	\$425
<b>Number of Students:</b>	10
<b>Number of Staff Chaperones:</b>	2
<b>Number of Other Chaperones:</b>	11
<b>Mode(s) of Transportation:</b>	Parents

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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 scheduled.
  - 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.