

## Student Field Trip Procedures—Teacher Guidance

1. Review field trip policy in your Teacher Handbook.
2. Call or visit the field trip site. You will need to request pricing and availability information from the site to be sent to you in writing/fax/email. This is especially important if a charter bus will be used. Check with facility for bus and car parking.
3. Complete the Field Trip Request form:
  - a. Trips that do not meet requirements for the Superintendent's approval must be submitted by e-mail to the School Secretary/Bookkeeper and Principal **2 weeks prior to trip**. Copy of venue and/or charter bus price quotes should be included as backup documentation.
  - b. Trip requests that require Superintendent's approval (overnight/over 100 miles/non-instructional academic/out of State/other than land) must be submitted to the Principal and Secretary/Bookkeeper **3 weeks prior to trip** along with backup documentation.
    - Upon approval of Principal, Secretary/Bookkeeper will forward to the Superintendent's office for approval.
  - c. Notify the Nurse upon approval of the field trip. Acquire signature, date and acknowledgement regarding students in need of nursing assistance during the trip.
  - d. Advise cafeteria and acquire signature as acknowledgement. The cafeteria will need to know the date of the field trip and the number of students going. If the cafeteria is to furnish sack lunches, they will need to know an approximate number needed.
  - e. Notify Special Education teachers and acquire signature and acknowledgement of any students in need of an aide due to IEP requirements.
  - f. Notify the School Counselor and acquire signature and acknowledgement of any students in need of an aide due to 504 plans.
4. Enlist a bus driver.
5. Make reservations and verify costs received from initial quote are valid.
6. If parents will be given the option to pay online using eSchool Payments, provide detailed online payment information to the Secretary/Bookkeeper.

7. After approval by the principal send a permission slip home with students that is to be signed by the parent. Include information – Payment options, deadline for payment and deadline for ordering cafeteria lunches. Send a reminder home the day before permission slips are due.
8. Write a detailed receipt to each child that states description of the field trip as you receive money. Remember to give the original copy of the receipt to the child, and turn your money and receipt book into the office daily. If the cost of the field trip is \$5.00 or less, a field trip receipt sheet may be used.
9. If admission is to be pre-paid, provide the bookkeeper with detailed payment requirements as requested from the venue/charter along with the invoice. The Field Trip Request Form will serve as the approval to pay. A purchase order is not required. Documentation should be submitted to the bookkeeper at least one week prior to the due date. If a check for admissions/food will be needed the day of the trip, provide detailed information to the bookkeeper, one week prior to the trip to allow time for a check to be prepared.
10. If Purchasing Card is needed for trip expenses, discuss guidelines and procedures with bookkeeper. Schedule date to sign card out.
11. Enlist chaperones at the grade-level ratio in the Teacher's Handbook.
12. Fill out a bus manifest listing all students riding the bus. Attach a Passenger Manifest/Release form.
13. If cafeteria lunches are to be provided send an estimated lunch count to the cafeteria at least 1 week before the trip.
14. Day before Trip:
  - a. A first aid/emergency box is required for all trips. The box may be provided by the nurse at the school. Include—Soapy water, towels, garbage bag, band aids, etc.
  - b. Double check permission slips.
  - c. Verify with bookkeeper check/checks will be ready the day of the trip and the amounts are correct.
  - d. Send a letter advising parents of lunch plans if cafeteria lunches were not ordered, arrival time for chaperones, where they are to meet, etc.
  - e. Make arrangements for children who do not return permission slips.
  - f. Prepare student/chaperone name tags. Give chaperone name tags to the receptionist in the office so they may be given to the chaperones upon their arrival to school. Notify the receptionist as to where the chaperones are to wait.

- g. If cafeteria lunches are to be provided, the cafeteria will give you a lunch packet that is to be prepared and returned the morning of the trip.

15. Day of the Trip:

- a. If school lunches are being provided, return completed lunch packet to the cafeteria staff as soon as possible.
- b. Pick up lunches from the cafeteria. The lunches will be packed in an ice chest with ice.
- c. Pick up check/checks from bookkeeper.
- d. If Purchasing Card is needed, sign LEA Purchasing Card Agreement and sign out sheet.
- e. Give the “Field Trip Request Form/Invoice” to the bus driver to complete miles driven section. This form must be completed and signed by the driver before they are returned to the office. Driver will NOT be paid if the completed forms are not received by the bookkeeper.
- f. Call roll from Manifest after students and parents have loaded the bus. Add chaperone names to list and mark through students names that are not in attendance. A copy of the updated list is to be returned to the office and the original copy is to be given to the bus driver as you board the bus.
- g. While on trip, if children check out to ride home with parents, parents must sign the Passenger Manifest Release form.
- h. If parents want to take children home after arriving back at the school from the trip, they must sign the Passenger Manifest Release form on the bus and may not enter the school without going through the office and receiving a visitor pass. (Children that have been checked-out of school may not roam the halls.)  
**Parents may NOT pick up other children before regular dismissal time.**

16. Return from Trip:

- a. Return ice chest to cafeteria cleaned and dry
- b. Return Purchasing Card (if applicable) and all signed invoices/receipts to bookkeeper, sign record log.
- c. Return all receipts for checks issued, signed by the teacher, to the bookkeeper
- d. Return Bus Manifest form(s) and Completed Field Trip Request Form/Invoice(s) to the bookkeeper.

***NOTE: ORIGINALS OF EACH FORM ARE ENCLOSED  
IN THIS PACKET***