Completion of Field Trip Form

When completing a field trip form, please use the following as a check list.

- ☐ Please allow enough turn-around time for appropriate signatures.

- ☐ Day, Date and Times – please complete i.e. Depart - Monday, July 4, 2015, 8:15 AM
  Return – Monday, July 4, 2015, 2:25 PM

- ☐ Transportation: If you will be traveling by more than one type of transportation, please indicate ***all*** methods you will be using. Check the box that appears ***before*** the mode of transportation, ☐=walking.

- ☐ The *Town Bus* and *Van* options listed on the Field Trip/Off Campus Request Form are provided at no charge to the schools. However, please know that these vehicles have limited availability, which should be considered when planning your trip. You must check with Transportation Director Robin Howard for availability before submitting the Field Trip/Off Campus Request Form. …… (Robin can be reached at the transportation office at 781-340-2545.) Also note that First Student is the only bus company that can be used when booking a bus.

- ☐ Chaperones – Please list the names of the people accompanying you on the trip. All participants must have a current CORI form in place.

- ☐ Substitutes – Please make sure you check off the number of substitutes that will be needed and the source of funding that will pay them. If unsure, check with your principal.

- ☐ Medical: The school nurse **must** initial this form.

- ☐ Monetary Info: Please complete each of the boxes with the appropriate amounts, bus costs, admission fees, and cost per student. Please check the box indicating whether you have alternative sources of funding other than the student payment? If no bus is needed or no cost is charged, write N/A or $0.00 as appropriate.

- ☐ Please include informational material regarding the place/event you are visiting and how your trip will connect with 21st century skills. Staple relevant materials and lessons to the Field Trip request form.

- ☐ If you have a supervisor, please have them sign the form. It then needs to go to the Principal or their designee for signature.

- ☐ If you are a SPED teacher, after the Principal signs it, the form also needs to go to the SPED Director for signature and then to the Asst. Superintendent for approval.

- ☐ If the trip is out of State or an overnight event, it will need School Committee approval, as well as, all the above signatures. Comprehensive back-up material should be included with the request. **Please note that School Committee meets once every two weeks.**

- ☐ Time-sensitive Approvals: On occasion, we understand that a last-minute opportunity may arise. If you cannot meet the necessary time line, speak with your principal so that he/she can call Central Office to possibly expedite the trip.

A copy of the signed form will be sent back to you for your records.

All sections of the Field Trip form should be completed and approval granted prior to conducting the field trip.