

FIELD TRIP GUIDE

WHEN	WHAT TO DO:
About 2-3 months before trip	<u>GET DATES:</u> Determine potential dates and check the school calendar for conflicts.
About 2-3 months before trip	<u>RESERVE:</u> Work w/ Office Manager (OM) and Fiscal Clerk (FC) for reservations and to book Charter bus or PVUSD bus. This will require the PVUSD field trip paperwork (in link below).
About 1-2 Months before trip	<u>IDENTIFY A CLUB TO HANDLE FUNDS:</u> You may need to use an existing club (e.g CIMI Club) to handle your funds through ASB accounts. You will need Meeting Minutes from a Club Meeting that says your field trip is going to be part of the Club's activities that they will support. Give Meeting Minutes to FC and OM.
2 months before	<u>VIEW REQUIRED FORMS:</u> There are 2 packets available on the Teacher Resource page under field trips. You will need to review either the "full packet" which has examples and additional information, or the "revised packet" which is a condensed version. These packets will need to be turned in ASAP to the OM.
2 months before	<u>FIND CHAPERONES:</u> Have them complete a volunteer form , make sure they have fingerprints and TB tests on file w/ the DO, if driving they will need to complete a volunteer driver form and submit a copy of their driver license and insurance. If an employee is driving they will need to submit an employee driver form .
1-2 months before	<u>GET SUBS:</u> Work with OM to obtain a sub and go over who will be paying for subs.
1-2 months before	<u>GET AUTHORIZATION:</u> Fill out and turn in the forms that can be accessed on the Teacher Resources page on the AHS website. It requires signatures from our Principal and from the Assistant Superintendent. Turn in completed forms to the OM for review.
4 Weeks before	<u>OVERNIGHT FIELD TRIPS:</u> These trips require more information. You will need to provide all the above paperwork as well as overnight behavior contract, overnight insurance, and a full trip itinerary of where students will be staying, times/location of return and departure, and field trip leads personal contact information.
4 weeks before	<u>STUDENT FORMS:</u> Turn in ALL student forms to Office Manager: forms that will be needed Student Field trip permission form Student Field trip permission form Spanish , and if doing a water activity they will need to complete the water activity form . All students that are attending this trip need to submit these forms and ALL forms need to be turned in a complete packet no late permission slips will be accepted by OM.
1 week before	<u>EMAIL STUDENT LIST W/ STUDENT ID #:</u> Send out an email to the Staff (both certificated and classified) notifying them of the list of students who will miss school on the day of the field trip.
FIELD TRIP DAY	<u>MEETING PLACE:</u> Take attendance <u>before the bus leaves</u> . Call Teresa Hernandez EXT 5291 in Attendance to notify her of any students who were expected but did not show.