



# FIELD TRIP CHECKLIST

**2023-2024**



**NAME OF SCHOOL:** \_\_\_\_\_

**DATE(S) OF FIELD TRIP:** \_\_\_\_\_

**DESTINATION:** \_\_\_\_\_

**PRINCIPAL'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

The following information must be completed when submitting a Field Trip Request Packet (FM 2431 Rev. 08-23). This Checklist is to be completed and attached as the cover page for all field trips. Please see the latest *Field Trip Handbook* that is available on the District's website under ehandbooks. **All field trip documents must be typed.**

1. IDENTIFY TYPE OF FIELD TRIP	Check One
<b>In-County no overnight:</b> field trips with no sleeping arrangements or hotel accommodations are <b>approved by the Principal</b> – Does not require Region approval. A copy is submitted to the Region for informational purposes only. The original remains at the school site. <b>Water related field trips Adult /Student Ratio 1:5(FM 6614)</b> and/or car or van rental (FM 6298), require Region approval. Submit at least 2 weeks prior to the scheduled field trip. In-county includes Broward/Palm Beach/Collier/Monroe.	
<b>In-County overnight:</b> field trips with sleeping arrangements or hotel accommodations require <b>Region approval.</b> Original documentation is submitted to the Region for approval. A copy will be kept on file at the Region and the original returned to the school site to be filed. Water related field trips (FM 6614) and/or car or van rental (FM 6298), require Region approval. Submit at least 2 weeks prior to the scheduled field trip.	
<b>Out-of-County on the School Board APPROVED list no overnight:</b> field trips with no sleeping arrangements or hotel accommodations are <b>approved by the Principal</b> – Does not require Region approval since these field trips are approved by School Board Policy 2340. A copy is submitted to the Region for informational purposes only. The original remains at the school site. Water related field trips (FM 6614) and/or car or van rental (FM 6298), require Region approval. Submit at least 2 weeks prior to the scheduled field trip.	
<b>Out-of-County on the School Board APPROVED list overnight:</b> field trips with sleeping arrangements or hotel accommodations require <b>Region approval.</b> Original documentation is submitted to the Region for approval. A copy will be kept on file at the Region and the original returned to the school site to be filed. Water related field trips (FM 6614) and/or car or van rental (FM 6298), require Region approval. Submit at least 2 weeks prior to the scheduled field trip.	
<b>Out-of-County NOT on the School Board approved list:</b> field trips with or without sleeping arrangements and hotel accommodations require <b>Region approval.</b> Original documentation is submitted to the Region for approval. A copy will be kept on file at the Region and the original returned to the school site to be filed. Water related field trips (FM 6614) and/or car or van rental (FM 6298), require Region approval. Submit at least 2 weeks prior to the scheduled field trip.	
<b>Out-of-State on the School Board APPROVED list no overnight:</b> field trips with no sleeping arrangements or hotel accommodations are <b>approved by the Principal</b> – Does not require Region approval since these field trips are approved by School Board Policy 2340. A copy is submitted to the Region for informational purposes only. The original remains at the school site. Water related field trips (FM 6614) and/or car or van rental (FM 6298), require Region approval. Other than athletic events, out-of-state requests are to be submitted 45 days in advance.	
<b>Out-of-State on the School Board APPROVED list overnight:</b> field trips with sleeping arrangements or hotel accommodations require <b>Region approval.</b> Original documentation is submitted to the Region for approval. A copy will be kept on file at the Region and the original returned to the school site to be filed. Water related field trips (FM 6614) and/or car or van rental (FM 6298), require Region approval. Other than athletic events, out-of-state requests are to be submitted 45 days prior to the School Board meeting.	
<b>ALL Out-of-State NOT on the School Board approved list:</b> field trips with or without sleeping arrangements and hotel accommodations require <b>Region and the Division of Athletics/Activities approval.</b> Original documentation is submitted to the Region for approval. A copy will be kept on file at the Region and the original returned to the school site to be filed. Water related field trips (FM 6614) and/or car or van rental (FM 6298), require Region approval. Other than athletic events, out-of-state requests are to be submitted 45 days prior to the School Board meeting.	
<b>Out of Country:</b> See Briefing # 20839. <b>Region, Division of Athletics/Activities &amp; School Board Approval Required.</b> The principal must submit the school's informational meeting agenda, sign in sheet and letter of request to the Region Office. Region Superintendent will sign ALL Out of Country field trips. After Region approval, the field trip request will be submitted to the Division of Athletics, Activities (District Operations) for approval 45 school days before the Board Meeting. <b>No money may be collected until the out-of-country field trip is approved by the School Board.</b> Trips will be reviewed by the School Board three (3) times per year (March, August, and November). Submit at least 60 days prior to the scheduled field trip. <b>Adult / Student ratio 1:6</b>	

FIELD TRIP REQUEST PACKET (FM 2431)	COMPLETED	N/A
2. <u>Destination/Address</u>		
3. <u>Dates of Trip (include departure/return time)</u>		
4. <u>Name of School Group</u>		
5. <u>Name of School Group Sponsor/Sponsor's Signature</u>		
6. <u>Number of Students in Group/Number of Students Participating in Trip</u>		
7. <u>Cost to Each Student/Provision for Those Unable to Pay</u>		
8. <u>Means of Funding Trip</u>		
<p>9. # of Teachers/# of Parents/Total # of Chaperones/Additional Personnel*  <i>(The adult/student ratio shall be a minimum of 1:15 (secondary) in/out-of-county, 1:10 (elementary) in/out-of-county, 1:5 water related FT and 1:6 out-of-county. Gender equity regarding chaperones for overnight trips is required. * One to One Para, Nurse, Interpreter for the Deaf and Hard of Hearing, etc., are not to be counted as chaperones; however, they are responsible for supervising the student to which they are assigned. <b>Alternate chaperones are not included in the total number of chaperones.</b> Chaperones must be at least 21 years of age and cleared as school volunteers at the level appropriate for the trip.) <b>Level 2 or higher Volunteer clearance is required for Overnight trips.</b></i></p>		
10. <u>Purpose for Trip (include objective, invitation and itinerary)</u>		
11. <u>Attach – (invitation and itinerary)</u>		
12. <u>Transportation (private vehicle (name of driver), bus company, airline (name of carrier, must be FAA certified), other (specify), valid driver's license verified and by whom?) (Please see Board Item E-142 for approved vendors to provide charter bus service)</u>		
13. <u>Principal's Signature/Name of School</u>		
14. <u>Field Trip Roster (name of school, name of school group, destination, date(s) of trip, principal's signature, date, name of student, id #, grade, student address and telephone number)</u>		
15. <u>Field Trip Chaperone and Accessibility Personnel List (name of school, name of school group, date(s) of trip, destination, name of chaperone, phone, volunteer and/or employee #, volunteer level, indicate whether it is a chaperone or accessibility personnel*, sponsor's signature/date and principal's signature/date). <b>Level 2 or higher Volunteer clearance is required for Overnight trips.</b></u>		
16. <u>Parent Permission Form Field Trip (school, date, school group sponsor name, name of school group, destination, purpose of the trip, transportation, total number of chaperones, cost to each student and dates of trip)</u>		
FOOD SERVICE MEAL REQUEST (FM 3106)	COMPLETED	N/A
17. <u>Food Service Meal Request (date, room #, teacher, total # of meals, date and time of field trip, student name, id number, choice of milk, a/c #, amt. due, meal received, total amount collected, signature of teacher and signature of food service manager)</u>		
PRIVATE VEHICLE FOR TRANSPORTING STUDENTS (FM 6298)	COMPLETED	N/A
18. <u>Request for Approval to Use Private Vehicle for Transporting Students (complete the packet in its entirety, principal's signature/date and submit with the Field Trip Request Packet. Vehicle must have an operable pair of seat belts for each student-maximum of 8. Attach a copy of the driver's license and insurance information.)</u>		

TRAVEL EXPENSE REPORT BY FACULTY WHEN ACCOMPANYING STUDENTS (FM 0994)	COMPLETED	N/A
<p><b>19.</b> <u>Travel Expense Report by Faculty When Accompanying Students</u> (employee name, date, employee #, employee's position, work loc.#, school name, description of conference, meeting, etc., reason for travel, location (city/state), travel mode, statement of expenses, traveling employee's signature, funds available certification, treasurer's signature/date and principal's signature/date) – <b>Use only if the employee is being reimbursed.</b></p>		

WATER RELATED FIELD TRIP PACKET (FM 6614)	COMPLETED	N/A
<p><b>20.</b> <u>Water Related Field Trip Packet</u> (complete the packet in its entirety must be reviewed and approved by Risk Management and the adult/student ratio shall be a minimum of 1:5.) Requests must be submitted to the Department of Safety and the Office of Risk Management at least two weeks prior to the trip. Dr. Yesenia Aponte, Region Superintendent, North Region Office, will sign ALL water related field trips.</p>		

OTHER MISCELLANEOUS	COMPLETED	N/A
<p><b>21.</b> <u>Field Trip Invoice</u> (attach)</p>		
<p><b>22.</b> <u>School Bus or Private Bus Invoice</u> (attach)</p>		
<p><b>23.</b> <u>Hotel Accommodations (Overnight Field Trip)</u> (attach hotel reservation/confirmation form)</p>		
<p><b>24.</b> <u>Airfare Confirmation</u> (Principals: Air travel with students requires a memorandum to the Region Superintendent requesting approval to travel. Assistant Principals: Air travel with students requires approval from the principal.)</p>		
<p><b>25.</b> <u>Rental Car Confirmation</u> (attach) <b>Must be a M-DCPS approved vendor</b></p>		
<p><b>26.</b> <u>Interscholastic Contracts (Performing Groups/Competitions)</u> (attach)</p>		
<p><b>27.</b> <u>Title I</u> (follow procedures/guidelines)</p>		
<p><b>28.</b> <u>Three Vendors (Bids)</u> (if the item is not available through Procurement/SAP, identify a minimum of 3 vendors, one of whom should be a certified Minority-Owned or Women-Owned Business Enterprise (M/WBE))</p>		
<p><b>29.</b> <u>Travel Agencies</u> (secure three vendors if applicable) (attach)</p>		
<p><b>30.</b> Is Field Trip during Testing administration window? Yes _____ No _____ If yes, please explain accommodations _____ _____</p>		

**FOR REGION USE ONLY**

Name of School: \_\_\_\_\_ Location #: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date of Field Trip: \_\_\_\_\_

Field Trip Request Packet Complete: Yes \_\_\_\_\_ No \_\_\_\_\_

Date Corrections Returned to School: \_\_\_\_\_

Reason(s) for Return: \_\_\_\_\_

Date Corrections Received: \_\_\_\_\_

FINAL Approval and Date Returned to School Site: \_\_\_\_\_