

Hesperia Christian School Field Trip Information Form

Please submit this form to your immediate supervisor.

This form outlines the responsibilities of the staff/adult advisor of this field trip.

Field Trip Guidelines

- One field trip per semester
- To provide a worthwhile educational experience which correlates with classroom studies
- Scheduled and approved ahead of time
- Depart from and return to gym parking lot
- Each passenger must wear a seat belt

Class/Organization _____

Date Form Submitted _____

Submitted by Whom _____

Grade or Group _____

Staff/Adult Advisor of Event _____

Date/Times of Trip

Date of Trip _____ Departure Time _____ Return Time _____

Cost for Trip

Total cost for this trip _____ Number of participants _____ Charge for Participants _____

How will cost be covered if not covered by participants? _____

If funds coming from teacher's school account, Finance Mgr. initials needed here. _____

Location of Event _____ Phone # _____

Address _____ Contact Person _____

Purpose of Field Trip _____

Itinerary of Field Trip (lunch stops, points of interest on the way; include approximate times)

- ♦ _____
- ♦ _____
- ♦ _____
- ♦ _____
- ♦ _____

Substitute Needed

Days/Times/Class Periods _____

Vehicle(s) Requested

How many needed? _____

Event Pre-Approval _____ Date _____

(Immediate Supervisor; Administrator, if Supervisor deems necessary)

Event Final Approval _____ Date _____

(When all arrangements are complete, have form signed by Immediate Supervisor or Administrator)

Supervisor's Responsibilities:

1. Before pre-approving field trip, check campus/athletic calendars for conflicts
2. Distribute copies of request to DOO, Finance, Elem. and/or Sec. Assistants
3. Approve all communications to staff, students, and parents related to event prior to distribution
4. Be sure to hold final approval meeting

Submitter's Responsibilities:

- _____ Submit form to immediate supervisor for approval
- _____ Distribute approved information
- _____ Transportation Arranged/Maps to Drivers
- _____ Permission/Emergency Slips Collected
- _____ Private Auto Insurance Forms

Submitter's Responsibilities continued:

- _____ Participant List to office one week prior to event
- _____ Arrangements for T.A.; notify office
- _____ Meet with supervisor for final approval; time set by DOO
- _____ Field Trip/Activity Driver List to office before event
- _____ Take attendance on RenWeb before leaving for event

Director of Operations Responsibilities:

- _____ Campus/Vehicles Calendars
- _____ Set up Final Approval meeting

Administrative Assistant's (Elem./Sec.) Responsibilities

- _____ Communication to WIN/Monday Morsels/etc.
- _____ Communication to office/teachers/HCA/etc.