

# MIDD-WEST SCHOOL DISTRICT

## FIELD TRIP REQUEST

*This form must be completed and submitted to the building principal at least thirty (30) days prior to the field trip. Persons submitting this form shall read and follow instructions on other side.*

<input type="checkbox"/> <b>EDUCATIONAL TRIP</b>	<input type="checkbox"/> <b>CO-CURRICULAR/EXTRA-CURRICULAR TRIP</b>	<input type="checkbox"/> <b>CIVIC TRIP</b>		
<input type="checkbox"/> MES	<input type="checkbox"/> WSES	<input type="checkbox"/> MWMS	<input type="checkbox"/> MWHS	DATE SUBMITTED _____
TEACHER/ADVISOR(S) _____				
DEPARTURE DATE _____		TIME _____	RETURN DATE _____	
		TIME _____		
PARTICIPATING CLUB/ORGANIZATION AND GRADE LEVEL(S) _____				
PLACE(S) TO VISIT (For overnight and/or out-of-state trips, attach a detailed itinerary) _____				
_____				
TRIP'S RELEVANCE TO THE CURRICULUM/ORGANIZATION _____				
_____				
NUMBER OF STUDENTS _____ NUMBER OF ADULTS _____ TRANSPORTED BY: CAR <input type="checkbox"/> VAN <input type="checkbox"/> BUS <input type="checkbox"/> WALK <input type="checkbox"/>				
APPROXIMATE ROUND TRIP MILES _____ NUMBER OF VEHICLES REQUIRED _____				
SCHOOL NURSE HAS BEEN NOTIFIED OF TRIP: YES <input type="checkbox"/> NO <input type="checkbox"/>				

**ARE FUNDS BUDGETED? FROM GENERAL FUND ☐ FROM ACTIVITY FUND ☐**  
**ACCOUNT CODE(S):** \_\_\_\_\_

☐ *Check is needed and specific instructions are attached for each requested pre-payment.*

<u>EXPENSE ITEMS</u>	<u>ESTIMATED EXPENSES SPONSORING ORGANIZATION</u>	<u>ESTIMATED EXPENSES DISTRICT</u>
_____ Auto Miles x Approved Rate per mile =	_____	_____
School Van (Miles x IRS Approved Rate per mile)	_____	_____
Bus	_____	_____
Registration Fee(s)	_____	_____
Lodging	_____	_____
Meals	_____	_____
Other (Explain)	_____	_____
Substitutes Needed ____ @ \$168.78 x ____ Days =	_____	_____
<b>TOTAL</b>	_____	_____

_____	APPROVED: <input type="checkbox"/> DENIED: <input type="checkbox"/> DATE: _____
BUILDING ADMINISTRATOR	
_____	APPROVED: <input type="checkbox"/> DENIED: <input type="checkbox"/> DATE: _____
DIRECTOR OF CURRICULUM AND INSTRUCTION	
_____	APPROVED: <input type="checkbox"/> DENIED: <input type="checkbox"/> DATE: _____
SUPERINTENDENT	
BOARD ACTION REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	APPROVED: <input type="checkbox"/> DENIED: <input type="checkbox"/> DATE: _____

## **INSTRUCTIONS FOR COMPLETION OF FORM**

All persons submitting an application for a field trip shall review Midd-West School District Policy Guide Number 121. This form must be completed and submitted to your building administrator at least thirty (30) days prior to the field trip. Overnight or out-of-state trips require approval of the Board of School Directors. Such requests require a minimum of eight (8) weeks advance notice. Requests not available for the Board's regularly scheduled work session will not be acted upon at the next regular meeting.

### **GENERAL INSTRUCTIONS:**

1. A minimum number of students may be required. All persons submitting requests for a field trip shall check with the building administrator to determine this number.
2. The principal shall approve the list of chaperones which shall be submitted at least fifteen (15) school days prior to the date of the trip.
3. There shall be one adult for every 10 to 15 students. Ratios of chaperones which exceed or fail to meet this ratio must be approved by the Superintendent.
4. All students, regardless of age, must submit a properly signed permission slip prior to the trip.
5. The only students allowed to participate in a field trip shall be students of the sponsoring class or organization and approved chaperones. No other students shall be permitted to participate.
6. Transportation arrangements shall be the responsibility of the building administrator or his/her designee.
7. Parents shall be provided with an itinerary for the trip and notified where and when to drop off and/or pick up their children upon departure and return if regular school transportation schedules cannot be met.
8. Post-field trip evaluation shall be completed and returned to the building administrator within one week following the field trip.

### **POST-FIELD TRIP EVALUATION (DUE ONE WEEK FOLLOWING COMPLETION OF TRIP)**

#### **TEACHER EVALUATION:**

A. DID THE TRIP FULFILL THE OBJECTIVES? YES ☐ NO ☐

B. IS THE TRIP WORTHWHILE REPEATING? YES ☐ NO ☐

C. COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TEACHER

\_\_\_\_\_  
DATE

BUILDING PRINCIPAL'S COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL

\_\_\_\_\_  
DATE