

# OVERNIGHT FIELD TRIP APPROVAL PROCEDURES

All overnight field trips require Board approval **PRIOR** to the trip. Please follow the steps listed on the checklist below in order to ensure that approval is secured prior to the trip. **This checklist is to be submitted with the field trip request at least three Mondays prior to the Board meeting at which approval is being requested**

- Fill out Field Trip Request Form completely and provide the following additional information:
  - Summarize the educational benefits of the trip; including its relation to grade-appropriate curriculum and standards.
  - The cost per student \$ \_\_\_\_\_ funded by (list all funding sources)  
\_\_\_\_\_.
  - Confirm that no student will be denied access based on ability to pay.
  - Provide the ratio of students to adults. NOTE: The adult student ratio must not exceed 10:1.
  - Briefly explain the accommodations (i.e., location, cabins, local youth hostel, tents). NOTE: accommodations must be gender-specific.
  - Explain how the accompanying teacher(s) class(es) will be covered.  
 \_\_\_\_\_  
\_\_\_\_\_.
- Complete the Request for Certificate of Insurance and Endorsements Form and send to Risk Management. Certificate Holder, Endorsement and Event information can all be found in the Vendor contract.
- Check below which transportation arrangements have been made:
  - BUSD Transportation confirmed that it will provide transportation for this field trip on the following date: \_\_\_\_\_.
  - BUSD cannot transport students, and the Transportation Department denied the request on the following date: \_\_\_\_\_.
  - The following approved transportation company will provide transportation:  
\_\_\_\_\_. (An approved provider list can be obtained from Bernadette Cormier).
  - The following public transportation methods (i.e., Bart, Amtrak, AC Transit bus, etc.) will be used:  
\_\_\_\_\_  
\_\_\_\_\_.
- Submit Field Trip Request Form and this completed checklist to Educational Services for Board approval.

**Upon Board approval, notice will be given to the requesting site via email. Call Educational Services (644-6257) with any questions.**