

## 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 form is to be submitted with the field trip request at least 30 days 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; include the relation to grade appropriate curriculum and standards.
  - The cost per student is \_\_\_\_\_. Funded by (list funding sources)  
\_\_\_\_\_.
  - No student will be denied access based on ability to pay.
  - Give the ratio of students to adults. **NOTE:** The adult/student ratio must not exceed 10:1.
  - Briefly explain the accommodations (i.e., cabins, local youth hostel, tents. **NOTE:** Accommodations must be gender specific.
  - Explain how the accompanying teacher's class(es) will be covered.
  - Transportation will be provided as follows:
    - BUSD Transportation will transport students. Confirmed with Transportation on \_\_\_\_\_
    - BUSD cannot transport students. Transportation denied on \_\_\_\_\_ . The following approved transportation company will provide transportation: \_\_\_\_\_ .  
(Approved provider list available from Transportation)
    - Public Transportation will be used. Give specifics (i.e., Bart, Amtrak)
  - Submit to Pasquale Scuderi, Educational Services for Board approval.

Upon Board approval, you will receive an email notification. Please send copies ONLY, originals will be returned. Please Contact Amber Spencer with any questions at 644-6257.