



# OPTIONAL STUDENT TRAVEL PACKET

## For

# IN-STATE /SINGLE-DAY/FIELDTRIPS

Must be approved 1 month before the trip

### Optional Student Travel Means:

- Is not required of any student
- Is for a curricular or extracurricular purpose
- Is provided by the district or arranged under the direction of a district employee acting in his/her official capacity

**\*\*Monies cannot be collected for the trip until the trip has gone through all the approval steps\*\***

**Please note: Leaving campus on a walking field trip requires only an E-Travel Request (WEBO) to be submitted (no need to complete a travel packet, however, parent permissions slips and any applicable forms are required)**

Read the Optional Student Travel Policy [\(IICA\)](#) and follow these steps to ensure your trip request is processed on a timely basis.



..... READ the Optional Student Travel Policy IICA and

review each of the **6** travel steps. The travel packet is under Step 2, the parf creation under step 3, permission slips under step 4 and the final information arrangements are under step 6. Each step may have something you need for your trip.

# IN-STATE/SINGLE-DAY/FIELDTRIPS

## FOLLOW STEPS 1-6

**STEP 1.** Notify purchasing that a trip is being considered, only IF the total cost of the trip is greater than \$9,500  
IF the total cost is less than \$9,500 proceed to step #2

Trip  
Consideration  
to purchasing **IF**  
trip is **greater**  
than \$9500

**STEP #1** - [Purchasing Information for greater than \\$9,500](#)  
[Purchasing information for greater than \\$9,500- fillable](#)

Complete this form and fax it to both the Purchasing and Student Activities Departments. The Purchasing Department will notify you when you can proceed to step 2. If after three business days you haven't heard from Purchasing, please call x20147 or x20148.

**STEP 2.** **Step #2** - [Optional Student Travel Request for In-State/Single-Day/Field Trip](#) - Packet (4 pages)  
[Optional Student Travel Request for In-State/Single-Day/Field Trip- Packet Fillable](#) (4 pages)

Travel Packet  
Principal/Unit  
Administrator  
Approval

Includes:      **Optional Student Travel Request/purpose (page 1)**  
                         **Financial Requirements (page 2)**  
                         **Transportation (page 3)**  
                         **Insurance (page 4)**

Submit the items listed below to the principal's secretary (elementary) or student activities secretary (junior/senior) for completion and accuracy and for the principal/unit administrator approval.

- Completed" Optional Student Travel Request for In-State/Single-Day/Field Trip Travel (4 pgs) Itinerary (showing dates, times, and activities), brochures, and back-up information.
- Student organization/club minutes approving use of student activity money. (Please note, if using ECA monies, a club account with minutes will also need to be in place for trip deposits once the ECA contribution tax credit eligible amount is reached i.e. \$200 single individual or \$400 married couple per calendar year)
- If a 12-passenger van will be used, attach a copy of each driver's valid AZ school bus driver certification card or van operator's authorization card

**PLEASE NOTE:** *If a 12-passenger van will be used, the driver must have: (a) a valid Arizona driver's license and (b) a current Arizona school bus driver certification or a van operator authorization card. Travel using a van will not be approved unless you have arranged for an authorized driver.*

*In addition, at least one non-student adult must accompany students in a school bus, other district vehicle, or vehicle provided by a private carrier unless an exception is approved by the Superintendent or Director of Transportation. When students are transported in a school bus or vehicle provided by a private carrier, the supervising adult must be a district employee other than the driver. (However, if an employee is not available, a district-approved chaperone may provide supervision if approved by the principal.) When students are transported in a district vehicle other than a school bus, a district employee (for example, an assigned sponsor, coach, or instructor) who drives the vehicle will meet the district's requirement for adult supervision.*

**Once the Principal/Unit Administrator approves the trip, proceed with the following:**

**STEP 3.** **STEP #3 - EMPLOYEE PARF CREATION – (WEBO)**

WEBO

<http://isdconbase-01.musd.mpsaz.org/mpsdataaccess/>

If a substitute is needed contact Human Resources to reserve a "sub slot" by sending an e-mail message to [hrtravel@mpsaz.org](mailto:hrtravel@mpsaz.org) **DO NOT** call SmartFind Express (SFE) at this time.

This form must be completed and submitted electronically for all employees going on the trip, including any trip scheduled during a school break, weekend or summer break. (See [Steps to Generate an Employee Parf Creation-WEBO](#) for helps in completing form) This form will be electronically routed for approval by the

principal/unit administrator, Human Resources, Student Activities, District Department (if applicable), Area Assistant Superintendent, Travel Services, and Governing Board (if applicable).

If additional employees are added to the trip at a later date, another Web form will need to be completed for those employees. Notate on the comment section of the electronic Travel Request With Students Form the original travel request number and the date the trip was approved by the Area Superintendent.

You will be notified via e-mail by Travel Services and/or your Area Superintendent if the travel request has been approved. If the travel request is denied you will be notified by the person denying the request. Trips are not permitted unless all approvals have been obtained.

**IMPORTANT NOTE:** The organizer of the trip is responsible for notifying the appropriate parties, i.e. Area Assistant Superintendent, Principal, SIAC, etc. of any changes after the travel request has been approved. It is also the responsibility of the organizer of the trip to know the cancellation policies of all vendors being used. The organizer of the trip may be held accountable to pay for charges incurred if cancellations are not done in accordance with the vendor(s) cancellation policy.

**\*\*AFTER NOTIFICATION OF TRIP APPROVAL, COMPLETE ALL TRAVEL PLANS FOR THE TRIP\*\***

**(STEPS 4-6)**

**\*\*\*AT THIS POINT FUNDRAISING REQUEST and REQUESTS FOR ECA DONATIONS CAN BEGIN\*\*\***

Fundraising activities (complete a "[Activity/Fundraising Request Form](#)", [Activity/Fundraising Request Form – Fillable](#)") – require approval by the school administrator. Remember to submit a "[Student Activities Requisition](#)", [Student Activities Requisition – fillable](#)" prior to beginning the fundraising activity. Give the completed form to the principal's secretary (for elementary schools) or to the student activities secretary (for junior/senior high schools).

**STEP 4.** If a substitute teacher is needed, call SmartFind Express (SFE) at 480-655-9009. then complete the following forms:

Smart Find Express for Substitute if needed
Student Activities Travel Req
Bus Request
Applicable Forms

- **STEP 4a -[Student Activities Travel Requisition](#)**  
**[-Student Activities Travel Requisition – fillable](#)**

Complete this form to obtain a purchase order number and/or cash envelope (cash advance) for all vendors requiring payment for the student travel. When you receive a purchase order number and/or cash envelope, then expenses for the trip (i.e., reservations or deposits) can be processed. Give this completed form to the principal's secretary (for elementary schools) or to the student activities secretary (for junior/senior high schools).

- **STEP #4b - [Bus Request, \(if applicable\)](#)**

Use either a form designed by your school or this form to request a district or charter bus. District buses are generally available from 9:00 a.m. to 1:30 p.m. Travel occurring outside those times may require charter service; check with the school secretary to determine if funds are available. When completing the form, provide the travel route, parking plans, and information about any student who will be transported in a wheelchair. More Information:

[http://www.mpsaz.org/transportation/field\\_trips/](http://www.mpsaz.org/transportation/field_trips/)

**IMPORTANT NOTE:** It is your responsibility to inform the school secretary and the Transportation Department to cancel a bus if at a later date it is determined the bus will not be needed. You will be subject to paying for the bus if it is not cancelled. If a 12-passenger van will be used, the driver must have: (a) a valid Arizona driver's license and (b) a current Arizona school bus driver certification card or a van operator authorization card. For more information on van certification contact "Safety and Training" at 308-7574, Travel using a van will not be approved unless you have arranged for an authorized driver. Please also note that district vehicles may not be used for any out-of-state travel. In addition to the driver, at least one district employee must accompany students in a school bus, other district vehicle, or vehicle provided by a private carrier unless an exception is approved by the Area Assistant Superintendent or Director of Transportation.

When students are transported in a school bus or vehicle provided by a private carrier, the supervising adult must be a district employee other than the driver. (However, if an employee is not available, a district-approved chaperone may

*provide supervision if approved by the principal.) When students are transported in a district vehicle other than a school bus, a district employee (for example, an assigned sponsor, coach, or instructor) who drives the vehicle will meet the district's requirement for adult supervision.*

- [STEP #4 c-1 Parent/Guardian Permission Form-Elementary/English:](#)
- [STEP #4 c-2 Parent/Guardian Permission Form –Elementary/Spanish:](#)
- [STEP #4 c-3 Parent/Guardian Permission Form – Secondary/English:](#)
- [STEP #4 c-4 Parent/Guardian Permission Form – Secondary/Spanish:](#)

[Parent/Guardian Permission Form – Elementary-English– Fillable](#)  
[Parent/Guardian Permission Form – Secondary –English - Fillable](#)

Send this form home with students. Each student must return a signed permission form to the teacher who will retain it. (Students age 18 and over may sign their own permission form.) Attach a separate flier for parents to keep if you don't want them to remove the top portion of the permission form. In addition to the itinerary, provide parents with emergency contact phone numbers and information about any specific needs (for example, special clothing, shoes, etc.) and environmental conditions expected on the trip.

- [STEP #4 d - For Athletics Only - Parent/Guardian Permission & Student Private Vehicle Form:](#) this special form is for athletics when they already have the blue Parent Permission for Medical Treatment Card on file. This form is sent home with the students to be completed and returned for the coach to retain. (Students age 18 and over may sign their own permission form.)
- [STEP #4 e - ECA/Club Deposit Verification:](#) Send this form home with the [Parent/Guardian Permission Form](#) if the trip is ECA qualified. ECA donations should not be solicited for field trips less than \$20 per person. If the trip is less than \$20 per person, all monies should be deposited into a club account.
- [STEP #4 f-1: Chaperone Responsibilities-English :](#)  
[STEP #4 f-2: Chaperone Responsibilities:-Spanish:](#)  
[STEP #4 f-3: Worksheet for Classified Employees Going on Field Trips:](#)  
[Step #4 f-4: Certification of Classified Employee Regarding Volunteer Activity:](#)  
[STEP #4 f-5: Volunteer Program Form:](#)

As the certificated employee who will be supervising the travel activity, you must ensure that all volunteers, student teachers, classified employees, and other certificated employees return a signed Chaperone Responsibilities form to you before the trip. You are to keep the forms on file. Remember to advise all chaperones that they are expected to comply with all expectations outlined on the Chaperone Responsibilities form

You are responsible for ensuring the appropriate number of “required chaperones” (per policy [IICA](#)) have been obtained, using these chaperone-to-student ratios:

- For elementary students, a ratio of 1 adult (teacher/parent chaperone) to 10 students
- For secondary students, a ratio of 1 adult (teacher/parent chaperone) to 15 students
- For athletic optional travel for secondary students, use either a chaperone-to-student ratio of 1 adult to 15 or fewer students, or the number of coaches on the district's athletic extra-factor schedule, whichever is greater.

Depending on the age and maturity of the students, type of activity, and other safety factors, you may want a lower ratio to ensure adequate supervision. If it is felt that additional chaperones are required and their expenses should be covered by the school, you must get approval from the school administrator and area assistant superintendent. Spouses, classified employees, parents/guardians, and other responsible adults may serve as chaperones. Any volunteer chaperone who is not a classified employee, student teacher, or parent/guardian of a student participating in the trip must be age 21 or older and approved by the district as a volunteer. For all volunteers, a “Volunteer Program Form” (step 4 f-5) must be completed and sent with the volunteer application packet

(<http://www.mpsaz.org/hr/info/volunteer/communityvolunteers>) to Human Resources to request fingerprinting at least three wks before the travel date, or Call 472-0433 for any questions about the

Volunteer Program. Only MPS students, MPS employees, and approved volunteers may participate in the trip.

- **STEP #4 g - Student Activity Excuse List:**  
**Student Activity Excuse List – fillable**
  - **For secondary students**, submit this form (or one provided by your school office) to the student activities secretary to identify all students who will be participating in the trip and to excuse them from their classes.
  - **For elementary students**, provide the school office with a list that shows which students will be participating in the trip and which students will be remaining at school. Be sure to include information about alternate arrangements that have been made for students who will not be participating, including their physical location.
- **STEP #4 h** – Day trips are automatically covered under our policy for PK-12. The roster form is no longer used by Health Special Risk. Parents are still responsible for any illnesses that a student has while on a trip. Accidents/Injuries will be covered. If you have questions while planning your trip, call Risk Management at 472-0365.  
**STEP #4 i - Parents Consent For Giving Medication At School and Release Information:**  
**STEP #4 j - Field Trip Form for School Personnel Giving Medication In Absence Of School Nurse:**  
Send the Parents Consent For Giving Medication At School and Release Information and the Field Trip Form For School Personnel Giving Medication In Absence of School Nurse, home to parents. Bring completed forms for all students on the trip. **See district policy JHCD** for additional information.

**STEP 5.** **Communicate travel plans to all others who have a need for this information:**

Communication

- Inform the Cafeteria. Make arrangements for lunch, if appropriate
- Notify your Gifted and Talented Teacher in case a bus needs to be cancelled.
- Notify the health office; request first aid kit and a list of students who may need medication. When a student will require diabetic services while away from school, remember to make prior arrangements with the parent/health office.
- For information about student accident insurance, go to <http://www.mpsaz.org/risk> select “Student Insurance”, then select “Field Trip Insurance Application”. Coverage for chaperones is optional.
- Advise the school office (for elementary schools) or the bookstore (for secondary schools) if entrance fees or other funds are to be collected for the trip.

**STEP 6.** **On the day of the trip, finalize all arrangements:**

Day of Trip

- Submit a final list to the school office showing which students are going on the trip, which are absent, and which are remaining at school. Remind the school office of the travel destination, times, emergency contact numbers, etc.
- Bring along the following forms: (It is important to bring these forms on the trip in case a student becomes ill, phone numbers will be readily available in the event that it is necessary to contact a parent or guardian.)
  - Parent/Guardian Permission Forms (STEP 4 c 1-4) for all students.
  - Parent’s Consent for Giving Medication at School (Step 4 i) provided by parents/health office for students who will need medication during the trip.
  - Field Trip Forms for School Personnel Giving Medication in Absence of the School Nurse (STEP 4 i)
- Confirm that parents have provided medication and/or special medical equipment needed by students during the trip. Make sure you are familiar with district policy **JHCD**.
- Bring first aid kit, cell phone/district radio, and a cooler and water if needed.

**If you have questions, call your school office for assistance**