

**QUICK check list for: In-State/Single-Day/Fieldtrips**

**Field Trip To:** \_\_\_\_\_

**Date of Trip:** \_\_\_\_\_ **Person requesting the trip:** \_\_\_\_\_

**School:** \_\_\_\_\_

- I have read the "Optional Student Travel" Policy IICA and Travel Packet.
- Purchasing information sheet is sent to the Purchasing Department if the trip is GREATER than \$9,500.
- Completed the "Optional Student Travel Request", 4 pages to include Club/StuCo Min/SIAC Minutes if applicable and any brochures, itinerary and any other trip information, signed and given to the appropriate school secretary for completion and accuracy and for the Administrator approval.
- "Travel Parf Creation" is submitted.

**AT THIS POINT YOU SHOULD BE RECEIVING THE NOTIFICATION OF TRIP APPROVAL  
FUNDRAISING REQUEST AND ECA DONATION REQUEST CAN BEGIN**

- Submitted the "Student Activities Requisition(s)" along with club minutes (if using club funds) to your secretary (activities/athletics for secondary) to request a purchase order for any expenses for this trip i.e. fundraising, admission etc.
- Acquired the necessary forms for this field trip (see Step #4).
  - a) Student Activities Requisitions – to request a Purchase Order to vendors for fundraiser, hotels, registration fees and food, etc.
  - b) Bus Request (if applicable)
  - c) Parent/Guardian Permission forms for elementary English/Spanish and secondary English/Spanish
  - d) Athletics only-Parent/Guardian permission & student private vehicle form
  - e) ECA/CLUB Deposit Verification (this form is great when both the club and ECA monies are requested)
  - f) Chaperone responsibilities, worksheet for classified employees going on field trip, and volunteers
  - g) Student Activity Excuse List
  - h) Risk Management information
  - i) Parents' consent for giving medication at school and release information
  - j) Fld Trip form for school personnel giving medication in absence of school nurse
- Communicated travel plans to all those that need your trip information: Cafeteria, Teachers, School Secretary etc.
- Will send invoice(s) to Student Activities for payment upon completion of field trip. The student and chaperone/staff numbers will be broken out along with any additional chaperone payment receipts paid in to the club account through In-Touch, that exceed the allowable ratio of 1:10 Elementary and 1:15 Secondary. This ratio includes ALL adults attending with included comp tickets. Meals also follow these guidelines and proof of payment for additional chaperones need to be provided to Student Activities.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Date)

Send completed form to the Student Activities Department upon trip approval