

Huntington Beach Union High School District

FIELD TRIP REQUEST

SCHOOL REQUESTING _____ SCHOOL DEPARTMENT/GROUP _____

CONTACT PERSON _____ CONTACT PHONE _____

DESTINATION			MILEAGE ONE WAY
DESTINATION ADDRESS: STREET		CITY	ZIP
DATE AND TIME OF DEPARTURE			DATE AND TIME OF RETURN
CLASS OR GROUP ATTENDING			FIELD TRIP OVERNIGHT?
		# OF MALE STUDENTS ATTENDING	# OF FEMALE STUDENTS ATTENDING
JUSTIFICATION - ATTACH DOCUMENTATION (I.E. ITINERARY AND/OR BROCHURE)			
# OF CHAPERONES	NAMES OF HBUHSD EMPLOYEE(S)		
# OF OTHER ADULTS	NAMES OF OTHER ADULTS (MUST BE VIP CLEARED)		
PLACE OF LODGING (INCLUDE ADDRESS)			
TOTAL COST TO STUDENT		WILL THE STUDENT RECEIVE A GRADE FOR THIS FIELD TRIP	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
WHAT DOES STUDENT COST COVER?		# OF FUNDRAISING OPPORTUNITIES GIVEN	TYPES OF FUNDRAISERS
<input type="checkbox"/> MEALS <input type="checkbox"/> LODGING <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> ADMISSION/ENTRY FEE			
TOTAL COST OF LODGING AND FUNDING SOURCE		ANY SHORTFALLS COVERED BY (I.E. BOOSTERS, ASB, SITE, ETC.)	
# OF SUBS	# OF DAYS	TOTAL SUB COST AND FUNDING SOURCE	TOTAL COSTS COVERED BY OTHER SOURCES (I.E. BOOSTERS, ASB, SITE, GRANT, ETC.)
TRANSPORTATION			FOR BUSINESS ASSISTANT USE ONLY
<input type="checkbox"/> BUS <input type="checkbox"/> SCHOOL VAN <input type="checkbox"/> PRIVATE VEHICLE <input type="checkbox"/> OTHER			
TOTAL COST OF TRANSPORTATION AND FUNDING SOURCE			FOR BUSINESS ASSISTANT USE ONLY
APPROVAL FROM DEPARTMENT COORDINATOR X			Date
APPROVAL FROM SITE ADMINISTRATOR X			Date
APPROVAL FROM SCHOOL BUSINESS ASSISTANT X			Date
APPROVAL FROM DIRECTOR, SPECIAL PROGRAMS X			Date
APPROVAL FROM ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES X			Date
DATE OF BOARD APPROVAL			

White: Ed. Services

Green: District Accounting

Yellow: Site Bus. Asst.

Pink: Originator

Goldenrod: Site Bus. Asst.

Met 30, 45 or 90-Day timeframe as listed on reverse _____

Application for School-Sponsored Field Trip Approval

1. The staff member responsible for the student group shall complete a "Field Trip Request" form (Form 28.01).
 - (a) The form shall be submitted for approval to the office of the Assistant Superintendent of Educational Services no later than thirty (30) days prior to the field trip departure date.
 - (b) Requests for trips out-of-state or multiple dates must be submitted no later than forty-five (45) days prior to the field trip departure date.
 - (c) Requests for trips out of the country must be submitted no later than ninety (90) days prior to the field trip departure date.
2. The form shall cite specific benefits to the students as a result of the field trip. Consideration shall be given to alternative educational experiences which will provide equivalent benefit at less cost or consumption of energy.

Supervision of Students on School Sponsored Field Trips

1. The principal shall consider the advisability of including an administrator among supervising personnel. Factors to be considered shall include but not be limited to:
 - (a) Size of student group
 - (b) Distance
 - (c) Nature of activities to be experienced by students
 - (d) Situations/environment to be encountered
2. There shall be at least one supervisor assigned to every field trip. Supervisor selection is subject to the approval of the principal or designee. The supervisor shall be an adult over the age of 25 and serves as an employee of the district.
3. The names of all official chaperones shall be included in the pre-approval documentation submitted to the Superintendent or designee.
4. On all overnight field trips where both female and male students are participating, there shall be at least one male and female adult chaperone providing supervision. Exceptions will be permitted only upon written waiver of this requirement by the Assistant Superintendent of Educational Services/Personnel.
5. Overnight field trips shall require at least one adult over the age of 25 as a chaperone for every ten students. A field trip that is local and less than 100 miles from the school will require at least one adult over the age of 25 as a chaperone for every 30 students.
6. The district encourages trip insurance as an option to be presented to students/parents when applicable.