

OVERNIGHT FIELD TRIP REQUEST

SUBMIT A COMPLETE PACKET NO LATER THAN ONE MONTH PRIOR for overnight, and TWO MONTHS prior for Out of State field trips.

Field trips require advanced planning for approval and authorization. Field trip forms are available in the Principal's Office, or online at tamhigh.org. Before submitting your paperwork, please check off all items below as they are completed.

_____ Complete the *Field Trip Request Form*, and get approval from the Principal. Please specify the start and end time of the field trip.

_____ See the Budget Secretary to arrange for financial deadlines and requirements. Refer to the attached information for an additional check list of financial considerations.

_____ Read the Board Policy on field trips: BP 6153, AR 6153, BP 3541.1(a), and AR 3541.1 for complete information. Copies are available in the Principal's Office.

_____ Fill in a *Parent Permission for Student Participation* form with the dates and destination information. Make copies and distribute to students.

_____ Compile a list of the participants. Check off each student when they return a completed permission form. Teacher sign-off is required if class time will be missed. Medical insurance information, including a policy number, must be completed – if none, student must write "NONE" on the form. Insurance is required for overnight trips, and must be purchased for all if one student does not have coverage. Admin will assist with purchase of medical policies.

_____ Compile a list of drivers. Check off each driver when they complete a *School Driver Certification Form* AND submit a copy of their auto insurance declaration page. The auto insurance policy must show the driver's name, the expiration dates of the policy, and adequate coverage (\$100,000/300,000) of liability. Proof of coverage is required for authorization.

_____ Compile a list of adult participants. Each must fill out a *Volunteers/Chaperone Waiver Form* whether or not they are driving. This is a medical release form and is required for all adults. Board policy requires one adult chaperone for every ten students.

_____ Prepare an itinerary, telling when you are leaving and returning, and the contact information for overnight accommodations.

_____ Submit completed packet (the lists of students, drivers, and adults, as well as the individual forms and driver insurance information) to Mary O'Leary, Administrative Assistant, AT LEAST one month prior to the field trip. You do NOT need to make copies of forms – they will be returned to you after authorization is completed.

Authorization of field trips is NOT guaranteed. The information will be forwarded to the District Office for final authorization once it has been reviewed by Tam Admin. Paperwork not submitted in a timely fashion may prevent final approval for your field trip. You will be notified when the trip is authorized. Arrange for a substitute teacher if one will be needed. On the day of your field trip, take the forms with you, and give a list of participants to the attendance office. Thank you!