

FIELD TRIP PLANNING/APPROVAL FORM

Teacher: Melina Porter, Susan McGovern and Alysia U.
Class or Group: 3rd and 5th grade

Objective of Field Trip: End of year Celebration

Date(s) of Trip: June 4th 2024

Time Leaving: 9:30 am Time Returning: 1:00 pm

Destination: CYO pool

Other places you may go during the Field Trip: _____

Bus Required? Yes _____ No X # of students/staff _____

Parent Chaperones? Yes X No _____
If yes: Please submit list to office for verification of volunteer status

Parent Drivers? Yes _____ No X
If yes: Please submit list of drivers to the office for verification of insurance.

School Lunches? (please notify kitchen at least 7 days prior to trip)
Yes _____ No _____ # _____ Not sure - probably 3rd grade. (24)

Staff Attending Field Trip (subject to prior approval):
3rd grade and 5th grade staff teachers

Requested by: Melina Porter Date: 5/9/24
Approved by: _____ Date: _____
Board Approved: _____ Date: _____

Important information:

1. Form must be completed by teacher and have final approval at least 10 days before the Field Trip

2. Field Trips requiring Board Approval:

- ~Overnight
- ~ In, on or near water**

Please check with office for deadline for board agenda

** Lifeguards are required for all swimming activities. Activities held at private pools, the owner of the pool shall provide a certificate of insurance, designating the district as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.

3. Refer to AR 6153 to ensure that all appropriate forms are completed.