



**St. Helena Parish School District**  
**Field Trip Packet**  
**2019-2020 School Year**

## “Four Weeks Before” Check List:

Get ready for a terrific field trip! Careful planning is the key. Start planning as early as you can. This collection provides you with checklists and forms to help ensure your trip's success. It's a good idea to start planning at least four weeks ahead. Here's a checklist of things you'll want to think about.

### \_\_\_\_\_ **Choose a field trip site**

*Research potential sites. Additional field trips **must** be related to curriculum. It is highly encouraged to coordinate a trip with other grade level teachers across the district.*

1. Consider what would make a particular site the best choice
2. Record detail on the Site Information worksheets

### \_\_\_\_\_ **Get Principal and Administration approval**

### \_\_\_\_\_ **Transportation will be ordered upon Administration approval**

### \_\_\_\_\_ **Reserve the site**

Contact your chosen field trip to make reservations

### \_\_\_\_\_ **Notify Parents**

Send a letter with permission slip home with your students

### \_\_\_\_\_ **Gather supplies**

Start panning the supplies you'll need and record them on the supplies worksheet

### \_\_\_\_\_ **Recruit chaperones**

Recruit potential chaperones by letter. Ratio is one chaperone for every ten students.

### \_\_\_\_\_ **Keep in Mind\***

Ask whether the site:

- Meets learning objectives?
- Is age appropriate?
- Is unique (have students visited it before?)
- Fits students' interests?
- Is safe (what hazards or risks are there?)
- Is affordable?
- Is nearby (can it be reached during a day trip?)

### \_\_\_\_\_ **Check Request (if applicable)**

Submit to Business Department to secure deposit for field trip

1. Only original “Check Requests” will be accepted – no fax copies. This will eliminate the possibility of duplication and allow the mandatory back-up documentation to be attached (i.e. student payment list, receipts).
2. Please allow one week as a reasonable turn-around time for check requests.

## **“Two Weeks Before” Check List:**

This is when you’ll start collecting what you need (such as permission slips, supplies, and chaperone)

*Here’s a checklist of things to do one to two weeks before your trip:*

\_\_\_\_\_ **Schedule trip activities**

\_\_\_\_\_ **Submit Field Trip packet to the Transportation Department (Central office)**

\_\_\_\_\_ **Track student information**

\_\_\_\_\_ **Track chaperone information**

\_\_\_\_\_ **Collect Money**

1. After you have collected all the money (i.e. field trip, fundraiser money), total the amount. Please be sure that all checks that you accept are made payable to your school. Our bank will not accept checks deposits if made to any other organization or person.
2. You will need to give the office the grand total, along with the money and the total you will need to turn in an accounting of how you collected the money. This is a simple list of names of the students you collected from and the amount of each (use Collection Log). Submit with your name and signature.

\_\_\_\_\_ **Send a reminder to parents**

Send a letter with permission slip home with your students

\_\_\_\_\_ **Check Request**

Submit to your school’s bookkeeper for final payment for field trip

1. Only the original “Expenditure Support Voucher” will be accepted – no fax copies. This will eliminate the possibility of duplication and allow the mandatory back-up documentation to be attached (i.e. student payment list, receipts).
2. Please allow one week as a reasonable turn-around time for check requests.

\_\_\_\_\_ **Arrange activities for students who aren’t going**

## **“Two Days Before” Check List:**

*This time should be used as your final chance to get everything ready before you leave and to avoid last-minute surprises. Now that your advanced planning is done, you can take care of some final trip details.*

\_\_\_\_\_ **Confirm site reservation**

\_\_\_\_\_ **Confirm transportation**

\_\_\_\_\_ **Confirm chaperones** - Make sure your chaperones know when and where to meet you

\_\_\_\_\_ **Assemble supplies**

\_\_\_\_\_ **Prepare name badges**

\_\_\_\_\_ **Send a final reminder letter**

\_\_\_\_\_ **Complete a Field Trip Planner**

\_\_\_\_\_ **Give non-attendees their assignment**

# Field Trip Request Form

Faculty Sponsor: \_\_\_\_\_

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

School Participating: \_\_\_\_\_ St. Helena College and Career Academy  
\_\_\_\_\_ St. Helena Early Learning Center

\_\_\_\_\_ St. Helena Arts and Technology Academy

Date of Field Trip: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Location of the Field Trip: \_\_\_\_\_  
Address City Zip Code

Total number of Students Participating # \_\_\_\_\_

Total Cost for Field Trip: \$ \_\_\_\_\_  
(To include entrance fees, transportation, bus driver, meals, etc.)

Funding Sources: \_\_\_\_\_ School \_\_\_\_\_ PTO \_\_\_\_\_ Student Council  
\_\_\_\_\_ External Source \_\_\_\_\_ Fund Raising \_\_\_\_\_ No Charge

**Educational Justification:**

Please attach instructional lesson plan(s) that supports and justifies this field trip.

Over Night Field Trips: \_\_\_\_ YES (Superintendent Approval Required) \_\_\_\_ NO

Superintendent's Approval \_\_\_\_\_ Date \_\_\_\_\_

Transportation: \_\_\_\_\_ District Transportation Required \_\_\_\_\_ External Transportation

[School Departure: \_\_\_\_: \_\_\_\_ A.M./P.M.] [Event Departure: \_\_\_\_: \_\_\_\_ P.M.] [School Arrival: \_\_\_\_: \_\_\_\_ P.M.]

Food Service Notified: \_\_\_\_ Yes \_\_\_\_ No Number of Lunches Needed # \_\_\_\_\_

Health Services Notified: \_\_\_\_ Yes \_\_\_\_ No Number of students with medical needs \_\_\_\_\_

**Chaperones/Faculty Co-Sponsors: (DISTRICT RATIO IS 10 STUDENTS TO 1)**

- 1. \_\_\_\_\_ 5. \_\_\_\_\_
- 2. \_\_\_\_\_ 6. \_\_\_\_\_
- 3. \_\_\_\_\_ 7. \_\_\_\_\_
- 4. \_\_\_\_\_ 8. \_\_\_\_\_

CLASS COVERAGE: \_\_\_\_ Substitute Required \_\_\_\_ Internal Coverage Confirmed \_\_\_\_ No Coverage Required

\_\_\_\_\_  
Principal Approval Date

\_\_\_\_\_  
Transportation Department Date

Dear Parent/Guardian,

The \_\_\_\_\_ grade class would like to invite you to come with us as a chaperone on our class trip. Information about the trip is below.

Location _____ Date of Trip _____	
Check-In Time	No later than _____ am in school office. The office staff will let you know when you can go to the classroom.
Transportation	School bus
Cost	\$_____ per adult chaperone (Small siblings are not allowed on the trip)
Supervision	One adult chaperone for each group of ten students
Special Rules	

It will be helpful for you and the teachers if you are aware of what the role of a chaperone is on a field trip. Here are some of the things we would like you to do in order for you to prepare for the trip and know what to do to help us provide a fun, safe learning experience.

- Please supervise the students that have been assigned to you at all times. Please do not take any breaks other than washroom breaks, and be sure to inform another chaperone in your group during that time.
- Never allow students to wander away from the group. It is always a good idea to keep a head count of your assigned group throughout the day. Students should be in pairs if the circumstances allow them to separate from the group for any reason.
- We want the experience to be fulfilling and educational for all of the students in attendance; therefore, we encourage you not to buy any extra items for your child or the children in your group to avoid other students from “missing out”.
- If a student chooses inappropriate behavior and does not change his/her behavior after being warned, please notify the classroom teacher immediately. Students should follow the rules of the place they visit at all times. Students should follow school rules during field trips as well. (No gum chewing, inappropriate language, etc.).
- If you carry a cell phone with you, it is a good idea that you exchange numbers with the teacher.
- If a student gets separated from your group you **MUST** inform the teacher immediately.

Thank you again for your time.

# Field Trip Permission & Consent Form

Please return this permission slip by: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ I received and understand the field trip itinerary:  YES  NO

My son/daughter \_\_\_\_\_ has permission to attend the field trip.

He/she is allergic to \_\_\_\_\_ and I have noted his/her physical limitations on the back of this form.

Has the school nurse been made aware of the allergy?  YES  NO\*

\* If no, school nurse and field trip sponsor must be notified immediately]

YES, I would like my child to have a bag lunch from the school cafeteria:

YES, I would like to chaperone

\*NO, I will not be able to chaperone (please complete the emergency contact information below)

\* In case of an emergency, I may be reached at:

Name of Parent or Guardian: \_\_\_\_\_  
(Print Name)

Address \_\_\_\_\_  
Address City Zip Code

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I pledge that my conduct will, always reflect positively upon myself, my parents, and my school. I understand that the school rules of conduct apply while on the trip.

\_\_\_\_\_  
(Student's Signature) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date)

By signing this form, I declare that I am the legal parent/guardian of the minor child listed above and authorized to grant such permission. I have read the field trip itinerary and understand that there are risks of physical injury associated with participation in these activities. I authorize qualified emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to the above named student. I understand every effort will be made to contact me to explain the nature of the problem prior to any involved treatment. In the event it becomes necessary for the school district staff-in-charge to obtain emergency care for my student, neither he/she nor the school district assumes financial liability for expenses incurred because of the accident, injury, illness and/or unforeseen circumstances. These activities are an extension of the school education program and student conduct is to be in accordance with the school's published rules and regulations.

\_\_\_\_\_  
(Parent's Signature) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date)

If I cannot be reached in the event of an emergency, the following person is authorized to act in my behalf:

Emergency contact: Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_