

GUIDELINES FOR FIELD TRIPS

Field study trip requests are now easier than ever to complete. All requests must be **typed**. All required forms are on line and the following are instructions on how to fill out the applications. There are several forms to fill out, so please make sure to give yourself the time needed to fill out and be patient with the process.

Submit this packet to Linda Stover according to the following timelines:

- For local trips within Orange County without overnight stays: **3 calendar weeks in advance of the date.**
- For Out-of-Area trips (outside of Orange Co. but within the state of California) and all overnight trips: **6 calendar weeks in advance of departure.**
- Out-of –State/Country: **Two months in advance of departure.**

When you open the documents, you can type on the fields, but you cannot save to your computer. **YOU NEED TO PRINT OUT A COPY BEFORE CLOSING THE WINDOW.**

Applications are found on the Caponet web site at: <http://caponet.capousd.org/>

Scroll down the left side of the main page to find the column headed "Browse by Resources." Locate the link titled: "Forms" and click. The following are the steps to be taken. I have included the (Stock #) to help locate the proper form on the web site. There is a search engine at the top of the FORMS web page to locate by stock #.

- **STEPS 1-2 + 4-7 ARE FOR DAY TRIPS.**
- **STEPS 3, 8 & 9 ARE OPTIONAL**
- **STEPS 10-12 ARE ADDITIONAL TO THE ABOVE FOR OVERNIGHT TRIPS.**

REQUIRED DOCUMENTS

STEP 1 FIELD STUDY TEACHER REQUEST FORM (Stock #100135). Notes: Fill out portions #1-12 and sign at the bottom. Find your department chair to also sign at the bottom. (For coaches, your department chair is the Athletic Director.) **When the entire packet is completed, you can submit it to the Activities Director for the "School Calendar Date Approval" signature.** The Activities Director will then get the Principal's signature for you before mailing it to the district office. A copy with the date sent will be placed in your teacher mailbox.

STEP 2 REQUEST TO ATTEND EDUCATIONAL EVENT B-41 (Yes, we do this even if you do not need a substitute. Please fill out the form up to the point of needing a sub, even if you don't. Fill it out completely if you do need the sub. (Stock #100048). Notes: After completing, turn this into Linda Stover, and the Activities Director will get the Principal's signature for you. **New this year: you must now complete a purchase order before completing this form. A purchase order is used to confirm and authorize the cost of the substitute's payments. See Sara Cassidy to fill out the purchase order.** Begin by filling out the top portion of the form, then complete the part of your estimated expenses and finish with the portion for the substitute request. **The substitute code for Dana Hills is 0101-0986-0-1102-0000-6000-001-901-00000000** At the top of the B-41 form, you will need to include both a SARS and a Sub Number. **Ken Nedler will work with Kelly Hart to provide these numbers for you.** Make sure to mark that a sub is necessary and to fill out the number of days that the sub is required. Substitutes are \$115+taxes/day. Under Funding Source, please denote the ASU Trust account and the purchase order number.

TRANSPORTATION REQUEST (OPTIONAL)

STEP 3 (If Necessary) TRANSPORTATION, REQUEST FORM B-25 (Stock #100036). This form is only needed if you are using school buses or chartered buses. If you or parents are driving, refer back to Step 8 below. **New this year: you must now complete a purchase order before completing this form. A purchase order is used to confirm and authorize the cost of the transportation payments. This may be on the same P.O. as the substitute P.O. See Sara Cassidy to fill out the purchase order.** Notes: Fill out the top three-fourths of the form. The portion below the line is only if you are requesting, and oft times paying extra for, chartered transportation. The **Account Codes** used are (1) if Dana Hills/Your ASU trust account is paying for a **district bus: 0101-0986-0-5839-0000-6000-**

001-901-00000000; (2) Dana Hills/Your ASU trust account is paying for a **charter bus: 0101-0986-0-5838-0000-6000-001-901-00000000**. Finally, the Activities Director will again get the Principal's signature for you once the packet is turned in. On the day of the trip, you should have a passenger manifest for the bus driver.

REQUIRED DOCUMENTS

FOR PARENTS/STUDENTS. YOU DO NOT TURN THESE IN

STEP 4 is the FIELD TRIP NOTICE, SECONDARY (Stock #100084). Use this printed page for your cover page. Notes: Fill out the middle part of the form regarding Field Trip; Destination; Teacher; Dates; Grades; and Times leaving and returning to school, as well as the transportation and parent supervision needed. **This form is to be sent home with the student for parent notification. You do not turn this form into Ken Nedler.**

STEP 5 is the FIELD STUDY MEDICAL RELEASE FORM (Stock #100138). Notes: Fill out the top portion and the line for "please call" in the paragraph titled Liability Waiver. I suggest you use the school number and your extension here. **This form is to be sent home with the student for parent completion. You do not turn this form into Ken Nedler.**

STEP 6 FIELD STUDY/HIGH SCHOOL E-21 (Stock #100102). Notes: This is actually titled Field Trip Liability Waiver. There are TWO pages to this form. All you need to fill out on the first page is the "please call" line at the end of the first paragraph. I suggest you use the school number and your extension here. On the second page, fill out the top portion. Make extra copies (BACK-TO-BACK) of this form to pass out to all of the students on the field trip.

STEP 7 FIELD TRIP BEHAVIOR CONTRACT (Stock #100122). Notes: In the first paragraph, fill in the line "for the ___ trip". In the third paragraph, fill in the line "arrive at ___ at the scheduled departure time" This most likely will be Dana Hills HS. Again, make copies for every student on the trip.

OPTIONAL DOCUMENTS

STEP 8 (If Necessary) is the VOLUNTEER DRIVER VEHICLE INSURANCE COVERAGE E-13 (Stock #100097). Notes: This form is only needed if you or parents are driving. If you are using district transportation, please skip this step. Use of the school van is not district transportation and you still would need this form. The district requires 100/300 minimum coverage for approval. All volunteer drivers must be cleared by the district with both DOJ and FBI fingerprinting. **Turn this form into Sharon Gibby at least 2 months prior to a trip.**

STEP 9 FIELD TRIP LIABILITY WAIVER ADULT E-19 (Stock #100099). **(If Necessary)** IF you are having parents volunteer to chaperone, drive or help in any way, fill out this form. If not, you may skip this step.

STEPS 10, 11 & 12 ARE ADDITIONAL TO THE ABOVE FOR TRIPS OUTSIDE THE UNITED STATES.

STEP 10 Itinerary of group activities.

STEP 11 Submit information or prospectus from travel agency about tour group.

STEP 12 Submit a description of comprehensive liability policy taken out for everyone on the trip, as well as the participant medical and cancellation insurance coverage.

Submit these forms to Sara Cassidy. Ken Nedler will gather the necessary codes for SARS, substitutes, schedule your transportation, if necessary, and get the principal's signature for you. Once approved at the school site, a pdf will be emailed to you and the original is sent to the district office for final approval. When the approval is granted and the document returned, you will receive a copy of the signature page with all approvals in your mailbox indicating that you have been granted permission. Go have fun and learn!