

Wattsburg Area School District
Student Activities/Field Trip Request Form

INSTRUCTIONS

This form must be completed in its entirety or it will be returned to your building principal.

1. This process is a multi-step procedure beginning with the teacher, proceeding to the transportation coordinator, the building principal, the administration office and finalized by board action.
2. All request forms must be completed and received in the administration office no later than the first of the month, preceding the month of the activity to ensure prior board approval.
3. Submit only originals. Fax copies will not be accepted.
4. The teacher must complete Section I and give to the secretary to send it to the transportation coordinator if requesting buses.
5. **If a teacher or staff member will be driving, proof of insurance must be attached.**
6. The transportation coordinator must complete Section II and forward it to the building principal.
7. The building principal must complete Section III and submit it to the superintendent's secretary after all information has been completed and approved. **All incomplete requests will be returned to building principal.**
8. The itinerary with a timeline must reflect all places visited.
9. The names of all chaperones must be listed and have clearances on file.
10. **Field Trip permission form needs filled out for each student. Top portion MUST be filled out by teacher prior to giving to students.**
11. Students with medical conditions should be identified and appropriate provisions for first aid should be available to the teacher/coach in charge. **If a Nurse is needed, it must be indicated below.**
12. Allowable costs for teacher (staff) meals are: breakfast - \$10.00, lunch - \$10.00, dinner - \$15.00
13. Allowable cost for staff mileage is .70¢ per mile, or current IRS rate. The number of miles can be determined by logging on to www.mapquest.com.
14. In most cases, buses will be available only between the hours of 9:05 a.m. and 2:15 p.m.

Section I (to be completed by the teacher) Field Trip Student Competition Other _____

Teacher Submitting Request _____ Date of Trip _____

Group _____ Grade _____ No. of Students _____ No. of Buses _____

How does this trip support the curriculum? _____

Itinerary – Use reverse if needed

Students to be picked up at: _____

Place

Specify door

Time

Date

Destination: _____ Arrival Time _____ Departure Time _____

Address

Destination: _____ Arrival Time _____ Departure Time _____

Address

Destination: _____ Arrival Time _____ Departure Time _____

Address

Students returned to: _____

Place

Time

Date

Chaperones: _____

Is a Nurse needed? ___ No ___ Yes

Student Costs – Per Student

Student registration/tuition _____

Student meals _____

Student lodging _____

Total _____

Teacher Costs

Teacher registration/tuition _____

Teacher meals _____

Teacher lodging _____

Teacher travel (.700¢/mile - IRS Rate) _____

Teacher substitute (\$197.85 per day) _____

Total _____

Teacher Signature _____ Date _____

Transportation Coordinator's Approval _____ Date _____

Building Principal's Approval _____ Date _____

Additional Notes/Comments _____

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