

FIELD TRIP REQUEST FORM

(TO BE COMPLETED BY STAFF MEMBER IN CHARGE OF FIELD TRIP)

FIELD TRIP TITLE _____

DATE OF TRIP _____ (check blackout dates on school field trip calendar)

TEACHER/COACH/ADVISOR IN CHARGE _____ DEPARTMENT _____

STUDENTS on field trip:

	Approximate number of students
# of 9 th graders	
# of 10 th graders	
# of 11 th graders	
# of 12 th graders	
TOTAL # of STUDENTS	

(please email your roster to frontdesk@lsrhs.net and be sure to include the house and grade for each student two weeks prior to the trip)

ITINERARY (please attach a more detailed description of the information requested below if the space provided is insufficient for a complete itinerary):

IN SCHOOL ☐ DAY TRIP (school day) ☐ EXTENDED DAY (longer than school day) ☐

OVERNIGHT TRIP ☐ FOREIGN TRIP ☐

DESTINATION(S) _____

TIME OF FIELD TRIP FROM _____ TO _____

TRANSPORTATION METHOD: _____

(Reminder: Students are not permitted to drive themselves or other students on field trips.)

MEAL PLANS _____

LODGINGS _____

CELL PHONE # of adult in charge in case of emergency _____

EDUCATIONAL RATIONALE FOR TRIP (Please attach a more detailed rationale if the space provided is insufficient. Your rationale should connect your trip to the curriculum. What will students "get" out of this trip?):

ELIGIBILITY (What is the criteria for student eligibility to participate on this trip? Enrollment in a specific class? Placement on a specific team? etc.)

EDUCATIONAL ALTERNATIVE (Please describe the alternative curriculum/activities available to students unable to attend the trip)

CHAPERONES: NOTE: all parent/volunteer chaperones must be cori'd; please see HR (Brandi Mahler) at least three weeks prior to your trip

NAME	L-S EMPLOYEE (Y/N)	PARENT/VOLUNTEER	CORI (Y/N)

CHAPERONE/STUDENT RATIO: _____

TRIP FINANCES: (please attach a copy of any contracts associated with this trip)

FINANCING PLAN (Students pay a fee, students fundraise, grant proposal, etc...) _____

COST PER STUDENT _____

FINANCIAL AID PLAN _____

COST PER CHAPERONE _____ **FUNDING?** _____

STATE ETHICS COMPLIANCE X _____

(<http://www.mass.gov/ethics/new-online-programs-available-december2012.html>) (Signature of Trip Leader)

DEPARTMENT COORDINATOR/ADMINISTRATOR APPROVAL

X _____

ADDITIONAL APPROVAL(S) (if necessary)

If trip is overnight and did not get presented to the LS School Committee:

Superintendent/Principal Approval X _____

If trip is for an athletic team, club or activity:

DIRECTOR OF ACTIVITIES AND ATHLETICS APPROVAL X _____

Reminders:

- 1. It is your responsibility to submit a Personnel Action Form for any time that you will be out of class or out of the building.**
- 2. Please issue a FIELD TRIP FACT/PERMISSION SHEET to each student who will be attending the field trip. THIS FORM MUST INCLUDE**
 - authorization of medical care
 - authorization of administration of medications
 - parent/guardian contact information
 - student cell phone number
 - student's health insurance carrier and plan number
 - FOR FOREIGN TRIPS: passport style photo of the student and a copy of the inside page of the student's passport
- 3. Submit an Emergency Plan to the Front Desk and/or administration prior to departure.**
 - Make sure you leave the cell phone numbers of all chaperones
 - School needs to be able to contact you and you need to be able to contact school staff and families of students in an emergency
- 4. If needed, it is also your responsibility to order the bus(es) with the dispatcher 978-443-8631.**
- 5. Email the date/time of the field trip with names/house/grade of the students going on the field trip to frontdesk@lsrhs.net at least two weeks prior to the trip.**
- 6. Remind the students of their academic responsibilities.**
- 7. Ask students to complete "Field Trip Courtesy Form."**

Revised 7/15/15 PE/VB