



“Growing great minds and caring hearts”

Field Trip Request Form

Requests must be made at least 1 month prior to the event

Date of Request: _____ Grade Level _____

Location _____

Name of Person/People making the request: _____

Date(s)/Time(s) of Field Trip: _____

How does this field trip support the goals of the school? _____

How many students will participate: _____

Name of **Lead Teacher** for this field trip _____

Names of other supervising Teachers/Admin _____

Number of parent chaperones required _____ Number of substitute teachers required _____

Estimated cost of transportation _____ Funding source _____

Will there be any cost to participants? _____ If yes, attach an explanation and price list

Transportation required (check which mode): Walking ___ Bus___ Private car___

Bus information (time of pick up at MIT, time of return to MIT, any intermediate pick up times):
(Buses will be ordered by the Business Office after all sign offs.)

Lead Teacher Signature _____

Please attach a copy of your permission slip.

Below Is To Be Completed By Administration

Does the event require any additional insurance? YES NO Administrator’s Initials

Board Approval Date for Overnight Field Trips:

Field Trip Request Checklist

Prior to Authorization

- I have attached a proposed agenda for the teachers to follow stating when this activity is held
- I have attached a sample of the permission slip for this activity

Once Authorization has been given

- I have opened a purchase order if needed
- If drivers are being used instead of bus transportation, I have collected proof of liability insurance for \$300,000 and given the proof to Chris before the field trip.
- I have checked the master calendar to make sure that substitutes have been requested

Three School Days Prior to the Field Trip

- I have submitted the names of students who have requested a bag lunch to Debra Fleihmann.
- I have sent an email to teachers with a list of students who will be out on that day

On the Day of the Field Trip

- Send one final reminder to teachers that their students will be out that day.
- Ensure that all students going on the field trip have a signed permission form and are eligible to participate (e.g. they are not suspended for that day, etc).
- While waiting for the bus to arrive, line up students alphabetically on the field by each chaperone and take roll.
- Line up outside of bus alphabetically and take roll again as they enter the bus.
- Please have a discussion with the students once they are seated on the bus regarding appropriate behavior both while on the bus and also at the field trip location. Stress that they are representing MIT when they are on a field trip.
- Submit an attendance roster by grade and alpha of students actually going on the field trip to Debra Fliemann.
- When returning, please have students line up again outside the bus alphabetically and take roll as they enter the bus. If multiple busses are used, please ride back on the same bus.

Sign offs:

_____ Date _____
Alex Insaurralde, Chief Academic Officer

_____ Date _____
Debra Fliemann, Food Service Coordinator

_____ Date _____
Chris Hulett, Chief Business Officer

_____ Date _____
Diane Rogers, Human Resources

Once last sign off is made, please place a copy in Alex's box.