



Mare Island Technology Academy

Field Trip Request Form

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

Date of Request: _____

Name of Person/People making the request: _____

Fieldtrip Details

Name of **Lead Teacher** for this fieldtrip: _____

Lead Teacher phone # in case of emergency: _____

Names of other supervising Teachers/Admin: _____

How does this fieldtrip support our school goals? _____

Date, Time, & Location Details

Date(s) of Field Trip: _____

Name of Location: _____

Departing from MIT at: _____

Location Address: _____

Returning to MIT at: _____

City, State & Zip Code: _____

Participant Details

Additional Participant Details

of Students Participating: _____

Student Grade Level(s): _____

of Subs Required: _____

of Parent Volunteers Participating: _____

*Will there be any additional cost to participants? YES NO

of Teachers/Staff Participating: _____

*Will there be donations requested? YES NO

Total # of Participants: _____

*If YES to either question, attach explanation and/or price list.

Transportation Details (Check which mode)

Bus: _____ Buses will be ordered by the Business Office after all sign offs.

Private Car: _____ A copy of the **Declarations Page** is required for ALL Private Drivers. (SEE NOTE BELOW)

Walking: _____

Other: _____ List form of alternate transportation: _____

NOTE: ALL Private Drivers must carry an insurance minimum of \$300,000 per occurrence and \$100,000 per person to transport school children.

Teacher Signature: _____

Date: _____

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 Initials: _____

Board Approval Date for Overnight Fieldtrips: _____ Board Member Initials: _____

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.
_____ Submit a PO for any purchased that need to be made (i.e. Admission, transportation, food).
_____ I have checked the master calendar to make sure that substitutes have been requested.






Five School Days Prior to the Field Trip...

- _____ I have submitted the names of students who have requested a bag lunch to Food Service Coordinator.
_____ 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.).
_____ Line up students alphabetically on the field by chaperone and take roll
_____ Line up outside of bus alphabetically and take roll again as they enter the bus
_____ Submit an attendance roster by grade and alpha of students actually getting on the bus the day of the field trip to Food Service Coordinator.

Sign Offs:

 _____ Lead Teacher, Teacher In Charge of Fieldtrip	_____ Date
 _____ Alex Insaurralde, Chief Academic Officer	_____ Date
 _____ Claudine Ayers, Food Service Coordinator	_____ Date
 _____ Chris Hulett, Chief Business Officer	_____ Date
 _____ Diane Rogers, Human Recourses	_____ Date