

Pittsford Schools

Field Trip Approval Form (Athletic/Secondary)

This form must be filled out for every district field trip. Complete and submit at least three months in advance for an overnight, out of state or out of country trip and 30 days for a day trip.

Date of application:

School Requesting Trip:

Date(s) of trip:

Classification of trip: (Check all that apply)

- Day Trip
- Overnight without missing instructional time
- Overnight with missing instructional time
- Out of state
- Out of country

Type of field trip:

Class/Club/Team Name Participating in the Trip:

Reason for Trip:

Trip Initiator(Teacher/Advisor/Coach):

First Name

Last Name

Trip Initiator Email:

Number of substitute teacher(s) to be needed for the date(s) of the trip?

TRIP LOGISTICS

Have both the district and building calendars been checked for conflicts?

Yes No

Identify conflicts:

Trip Destination Address: (if overnight trip, provide name and address of overnight lodging)

Name:

Street Address:

City:

State:

Zip:

Date(s) of Departure from School:

Time(s) of Departure from School:

Date(s) of Return to School:

Time(s) of Return to School:

Estimated round trip miles:

Estimated Number of Students participating in trip:

Estimated Number of PCSD Chaperones participating in trip:

Estimated Number of Parent Chaperones participating in trip:

Is a nurse needed to attend the trip?

Are you aware of the process for collecting, administering, distributing and securing medication?

Are you aware of the process for accommodating students with IEP's, allergies, and/or medical conditions?

Is trip insurance available for this trip?

Yes No, Explain

Type of transportation. Check all that apply:

- Pittsford School Bus
- Non-Pittsford School Bus
- Commercial Tour Bus
- Train
- Airplane
- Other

TRIP COSTS - Expenses

Are you aware of any students who may require alternative financial support in order to attend?

Estimated trip cost per student: \$

Additional costs per student (spending money, event fees, food, gratuities, etc):\$

Estimated Trip Insurance fee per student (if applicable): \$

TRIP FUNDING - Payments

Student payments will be made to:

Please describe any fundraising (if involved):

Supervision of Overnight, Extended, Out-of-State, Out-of-Country Trips

Name of Tour Company used to manage trip:

Date of Parent Informational Meeting:

Date of Chaperone Meeting:

Supervision Details i.e. baggage checks, curfews, room check-ins, non-direct supervision activities:

Trip Adviser agrees to provide the Code of Conduct during the mandatory parent meeting and will obtain confirmation that all participants have read and agree to the code of conduct
Policy 8460: The District Code of Conduct applies to all participants at all times during a trip. Participation by students or adult supervisors may be terminated for a violation of the Code of Conduct during the trip. All expenses arising out of such an infraction, including travel expenses back to school and damage to property, are the responsibility of the student's parents, or in the case of an adult supervisor, that individual.

Trip Adviser Initials:

Trip Adviser will provide participants with the field trip cancellation policy and will obtain confirmation that all participants have read this policy.

Policy 8460: The Superintendent or designee reserves the right to cancel a field trip, particularly if security and safety is in doubt.

Trip Adviser Initials:

Curricular / Instructional

Instructional Objectives (Be specific, include outcomes, desired proficiency level and how you will measure the standards and district curriculum goals it meets.):

Preparation Activities (How will the student be prepared to for the trip as an instructional activity?):

On Trip Activities (What instructional activities will occur on the trip?):

Follow-Up Activities (Upon return, what activities will occur to enrich the experience and to determine if the objectives were achieved?):

What instructional provisions have been made to help participants keep up with other classes that they will miss?

What specific plans have been made for the continued instruction of those students who will not participate in the field trip?

Other remarks about trip not included in any of the above fields:

Approvals:

Building Principal Initials:

Date:

Director Initials:

Date:

Superintendent Initials:

Date:

Board Approval Date: