

# **So, You Want To Take A Field Trip**

**A navigational guide through the  
procedures and requirements of  
moving a lesson off-campus in  
Pasco County**

*Updated for the 2014-2015 School Year*

# **Step 1**

## **Get an Activity Request Approved**

### **How Do I DO IT?**

Submit an Activity Request to the Assistant Principal who is in charge of scheduling.

Your Activity Request must be approved before any other paperwork will be processed.

### **Where Do I Get This Form From?**

Activity Requests are located on our school's website under the staff section. When you hit submit the form will automatically be directed to the correct person.

### **Things to Keep in Mind**

- You are likely to have your request denied if your Field Trip takes place during a testing window.
- May is usually 'blacked out' for Field Trips.
- Substitutes are difficult to find on Fridays, and on days before breaks, so that may factor in to your approval.
- Act early! You need at least 30 days advance notice. If there are other important events that 'beat you to the day' you may be rejected to avoid having too many concurrent activities on one day.
- After your Activity Request Form is approved, the Bookkeeper will give you a Field Trip Packet, filled with appropriate forms.

# Step 2

## Get a Field Trip Request Form Approved

### How Do I Do It?

Submit a Field Trip Request form to the Bookkeeper. You will need to have the following information ready:

- Date(s) of your trip
- Departure and return time
- Address of the location of the field trip
- Phone number of the person in charge of the trip
- Phone number of a contact person at the location
- The number of chaperones you will be bringing with you on your trip (see Step #3)
- How much students are contributing to the costs of this field trip
- What fund you are using to pay for the remaining costs of the field trip
- The distance (in miles) between the field trip location and the school
- All expenses regarding this trip must be listed under expenses such as substitute teachers (see Step #6), tolls, admissions and busses

### Where Do I Get This Form From?

Field Trip Forms are available from the Bookkeeper.

### Things to Keep in Mind

- You need to submit this request 30 days before the Field Trip takes place, or it may be denied.
- You must have a clear academic reason for taking this field trip, connected to your content area's curriculum.
- If you are holding a fundraiser for your trip, you will need another complete set of paperwork for the fundraising event.

# Step 3

## Get Your Chaperones

### How Do I Do It?

You may find chaperones from fellow Faculty and Staff members, adult relatives of students, or other members of the community or approved volunteers.

### Is There a Form For This?

Yes – all chaperones, once found, must fill out a Volunteer Form (Step #4)

### Things to Keep in Mind

- Faculty and Staff members are routinely approved as chaperones for Field Trips.
- Chaperones must be 21 or older.
- For any mixed-gender group of students, you must have at least one male and one female chaperone.
- You must have at least one chaperone for every ten students.

### Examples

#### Students

1 to 20 boys and girls  
1 to 10 boys (only)  
1 to 10 girls (only)  
21 to 30 boys and girls  
31 to 40 boys and girls

#### Minimum Chaperones Needed

1 male + 1 female  
1 male  
1 female  
1 male + 1 female + 1 additional  
1 male + 1 female + 2 additional

## **Step 4**

### **Fill Out Your Volunteer Forms**

#### **How Do I Do It?**

Complete a Volunteer Form online.

#### **Where Do I Get This Form From?**

Go to the Pasco County website at [www.pasco.k12.fl.us](http://www.pasco.k12.fl.us).

#### **Things to Keep in Mind**

- You must fill out a volunteer form for yourself even though you are a Pasco County Schools employee.
- All chaperones that are Pasco County Schools employees also must fill out this volunteer form.
- Volunteers who are not Pasco County Schools employees also go through a background check.
- You must fill out a new Volunteer application every single year, even if none of your information has changed.
- No volunteers may come in contact with any Pasco County Schools student who has not been approved through this online approval system.
- As soon as a volunteer arrives on campus, he or she must check in at the front office and receive a name badge.

## **Step 5**

### **Get a Leave of Absence Form Approved**

#### **How Do I Do It?**

Complete a Leave of Absence Form and Submit it to your supervising Assistant Principal for approval.

#### **Where Do I Get This Form From?**

Leave of Absence Forms are located in the Substitute Coordinator's office.

#### **Things to Keep in Mind**

- You must fill out a Leave of Absence form even if your field trip takes place on a Saturday, or a day that the school is closed.
- You must also sign in on the Payroll Times Sheet in the Mail Room for each day you are on your field trip. Instead of including times, include the payroll code "TDY"

# **Step 6**

## **Get a Substitute Teacher Coverage**

### **How Do I Do It?**

Create an 'absence' for each day you will be on your field trip on the Sub Central online scheduling program.

### **Where Do I Get This Form From?**

Sub Central is located online at eSchool Solution's site, <https://sub.pasco.k12.fl.us>.

### **Things to Keep in Mind**

- If you have lost or forgotten your password, use the "Trouble Signing In" option at the login screen.
- You are responsible for creating Lesson Plans for each day you are absent.
- You may not have a Lesson Plan that involves students watching a video.
- You may not have a Lesson Plan that requires the Media Center for your activities; your class must take place in your classroom.
- You must also leave a seating chart and roster for the substitute teacher leading your class.
- When you have created your absence, Sub Central will give you a 'confirmation number' once you have finished. Write that confirmation number on your Leave of Absence form.

# **Step #7**

## **Arrange For Transportation**

### **How Do I Do It?**

You have 4 options:

- Contracting Pasco County transportation (buses or vans)
- Contracting private transportation (charter busses only)
- Using private cars owned by chaperones
- Walking (only useful if nearby!)

For every option (including walking), each student must have a Parent Release completed by a parent or guardian.

### **Where Do I Get This Form From?**

Transportation Releases are located in the Bookkeeper's office.

### **Things to Keep in Mind**

- Pasco County and private contract transportation is very expensive, and can easily run into the thousands of dollars depending on your trip.
- Using private cars requires you to complete the steps listed in Appendix A and B. You will need at least a two-week head start to complete that approval and preferably three weeks.
- Walking still requires a clear beginning and ending to the trip, with all students escorted from the school to the location.
- Each Parent Release must clearly identify the school's name, the destination for the field trip, the student's home address, and an emergency contact for each student.
- When handling your Parent Release Form, keep the Canary colored form for your records. Give the white copies to the Bookkeeper before you leave for your trip.



# **Step 8**

## **Create a Roster For a School Related Absence (SRA List)**

### **How Do I Do It?**

Create a roster of those students who have paid for their field trip, and have submitted a completed Parent Release Form to you. Send a copy of that roster to every Faculty member at the school using the “RRMS-All Staff” email.

### **Where Do I Get This Form From?**

You do not need to use a form for this roster. A clear list of students with first and last names, the dates, and a periods missing are sufficient. You may also use e-mail to distribute the list instead of sending a paper copy.

If you would like to use a paper form, there are premade SRA forms available in the Attendance office.

### **Things to Keep in Mind**

- You must submit a list of all students missing classes to faculty one week in advance, or administration will cancel your event.
- If your event takes place on a weekend or holiday, and students are NOT missing classes because of your field trip, you do not need to send an SRA list to faculty members.
- Students who attend your SRA will have their absences excused by Student Services. It will usually take 2 or 3 days for Student Services to process your roster after your event has take place.
- You are responsible for taking attendance during your event and then sending out an updated list of those students to the attendance office. Students who do not attend classes or your field trip will be marked as unexcused.

## **Step 9**

# **Complete Report of Monies Collected Form Every Day and Deposit Money**

### **How Do I Do It?**

As students give you money for their Field Trip fees or admissions, deposit that money along with a Report of Monies Collected Form to the Bookkeeper each day.

### **Where Do I Get This Form From?**

Report of Monies Collected Forms are located in the Bookkeeper's office.

### **Things to Keep in Mind**

- You must submit a Report of Monies Collected Form along with your money to the Bookkeeper every single day that you receive money. You may not 'hold on' to money over night.
- All student money must be kept in a secure, lockable location or on your person at all times.
- All checks must be made out to RRMS.
- All checks must contain the phone number and the physical address of the check holder, or the check will not be accepted.
- Checks must be deposited within 18 days of the written date on the check.

# **Appendix A (Private Drivers Only) Complete Private Vehicle Insurance Verification Form**

## **How Do I Do It?**

Complete a Private Vehicle Insurance Verification Form for every vehicle that is driving students to your Field Trip location. Turn this form into the Bookkeeper.

You will need to have the following information ready:

- Make and model of your vehicle
- Name of the owner of the vehicle
- Name of the driver of the vehicle
- The vehicle's tag number
- The name of the company that insures the car
- The expirations date of the car's insurance
- The address and phone number of the car's owner
- The driver's license number
- The date(s) this car will be driven

## **Where Do I Get This Form From?**

Private Vehicle Insurance Verification Forms are available in the Bookkeeper's office.

## **Things to Keep in Mind**

- The car's owner and the car's driver must both sign this form
- Each driver must sign an affidavit on this form that all members of the car will wear seatbelts while the vehicle is operation
- The vehicle owner must have liability insurance of at least \$10,000 per person/\$20,000 per occurrence, as well as personal injury protection of at lest \$10,000 per person
- Each driver must receive Principal's approval

# **Appendix B (Private Drivers Only)**

## **Complete the Authority to Transport Students Online Background Check**

### **How Do I Do It?**

Each private driver must complete an Authority to Transport Students Online Application.

### **Where Do I Get This Form From?**

The forms are available online from the District website at [www.pasco.k12.fl.us/safedriver](http://www.pasco.k12.fl.us/safedriver).

### **Things to Keep in Mind**

- It takes two weeks to receive approval from this process. If you do not receive approval, you cannot transport students.
- District employees should use the link labeled “Authority to Transport Students Online Application.”
- All other drivers should use the link labeled “Student Transportation by private Vehicle.”
- Your information will be sent to Tallahassee where they will check all drivers’ records for driving infractions. Based on your record, they will approve or deny your request.
- You must resubmit this information at the start of every school year.

# Appendix C

## More Things to Consider

### Food

- What will students eat during their Field Trip?
- Will they purchase their own food at the location, or bring their own lunches?
- If you want to pay the school to supply lunch, see the Food Service Manager about a Field Trip Lunch Request Form. He or she will require at least two weeks advance notice.

### Additional Expenses

- Are there advance admission tickets or registration fees you'll need to pay ahead of time?
- If you need a school check for tickets or fees, you will need to complete a Purchase Order with the Bookkeeper. The company you are paying must be already on the Approved Vendors List by the District.
- For Companies not on the Approved Vendors list: you will need to complete an additional approval process which will require a Federal Tax ID number, and time to get them approved by the District Office.

### Overnight Trips

- You, and the chaperones are on duty, and responsible for every student, for 24 hours a day until the Field Trip is completed.
- You must have male and female chaperones in the same male-to-female ration as the student composition of your group.

### Consequences

- If you do not follow all of the Field Trip Rules correctly, you may have your Field Trip cancelled and/or receive disciplinary action by your administrator.