

MONITEAU SCHOOL DISTRICT

FIELD TRIP REQUEST

Type or Print Legibly (Please do not use abbreviations)

Date Submitted for Administrative Review _____

Date(s) of Trip _____

Departure Time/Location _____ Return Arrival Time/Location _____

Employee(s) / Group Requesting Trip _____

Destination(s) (Itinerary **must** be attached) _____

Educational Purpose of Trip (**curricular alignment / educational value**):

Alternate / Special Arrangements
(If necessary) _____

Method of Transportation _____

Grade/Class / Group Participating _____ Approx. Number Attending _____

Source(s) of Funding _____

Estimated Cost: Substitute \$ _____ @ _____ /day Admission \$ _____ Lodging \$ _____

Transportation Cost \$ _____ Meals \$ _____ Regis. \$ _____

Misc. \$ _____

Funds Budgeted: Yes ☐ No ☐ Total Estimate District Expense \$ _____

Necessary Clearances Obtained? Yes ☐ No ☐

Parent Permission Slips to be Obtained? Yes ☐ No ☐

Name(s) of Chaperones: _____

Reservations Confirmed: Yes ☐ No ☐

Transportation Confirmed: Yes ☐ No ☐

Chaperones Confirmed: Yes ☐ No ☐

Principal's Approval: _____

AD Approval (if applicable) _____

Superintendent's Approval _____

Board Approval _____

Submit this form two (2) weeks before the **Board Meeting** prior to the date of the trip to the Building Administrator.

FIELD TRIP ATTENDANCE POLICY GUIDELINES

Field trips are an important aspect of the educational experience of the student. Moniteau School District finances very few of the trips. Any trip to participate in an activity away from school except the trips to the vocational-technical school and special education sites are considered field trips. The Moniteau Board of School Directors must approve all trips, which cost the district in excess of \$300 and/or involve overnight stays. The superintendent may approve other requests. Such requests must contain the following information as found on Page 1:

1. Date of trip
2. Time and place of departure
3. Time and place of return
4. Employee(s) requesting trip
5. Destination
6. Educational benefit of trip
7. Alternate arrangements, if necessary
8. Class or group participating
9. Number of students attending
10. Approximate cost of trip
11. Source of funding
12. Attainment of necessary clearances
13. Parent permissions received
14. Number of chaperones attending
15. Reservations made
16. Transportation confirmation
17. Final confirmation of chaperones and clearances obtained
18. Building Principal's approval
19. Athletic Director's approval (if applicable)
20. Superintendent's approval
21. Board approval

The Moniteau School District will support the attendance of our students at local, regional, and State level competitions in activities that have been approved by the School Board such as athletics and other non-athletic extra curricular activities. In the case of athletic competitions where participation in playoffs is not defined by PIAA, the secondary principal will make the decision as to whether our teams should participate after consulting the athletic director. Every effort will be made to economize on such trips. Such economic efforts will take into consideration health and safety issues and also the District's legal liability. Expenses will be paid only for the participants and the necessary sponsors. Employees will not be reimbursed for extra hours beyond a normal day or the normal season for the activity except as provided for in the contract under the heading of extended seasons.