

Romulus Community Schools
Student Field Trips and Excursions
(School-Related Student Trip Request Form)

Romulus Community Schools Board Policy 7490 - Field trips and excursions are encouraged when a reasonable educational objective can be established. All trips to foreign countries, out of state trips and overnight trips are to be approved in advance by the Board. The Superintendent shall provide the Board with a recommendation concerning any overnight or foreign trip. The recommendation shall take into account any foreign travel warnings or cautions of the U. S. Department of State. In addition, before making any recommendation, the Superintendent shall seek advice concerning overnight or foreign travel from the District's legal counsel and insurance carrier. The Superintendent shall develop rules and regulations regarding educational field trips and excursions.

In-State Field Trip: Submit this form at least 3 weeks prior to the trip.
 Out-of-State Field Trip: Submit this form at least 4 weeks prior to the trip.

School _____ Faculty Member(s) _____

Phone number of the person in charge during the trip _____

Type of Trip: Class (i.e., junior, senior), athletic, band _____

If overnight, give name, address and phone number of lodging:

Name _____ Address _____

Phone Number _____

Name of Destination: _____

Address _____ Phone Number _____

Date(s) of trip: _____ Departure Time from the School _____

Return Time to the School _____

Educational Objective/How does this trip relate to SI goals: _____

***** **Only listed destination is approved**

Special Instructions for Driver: _____

***** **Map Quest directions must be attached**

***** **All field trips must return to building by 1:30p.m.**

Source of Funding:

Bill Trip Expenses to: (No student shall be denied the trip because of an inability to pay.)

Sponsoring Organization School District Board Other

Provide Account # _____

Cost: (Mileage is calculated from the bus yard to school to destination and back to the bus yard.)

Cost of the Field Trip Admission \$ _____

Miles _____ X \$1.50 per mile = _____ X number of bus(es) _____ = \$ _____

Hours _____ X \$39.50/hr = _____ X number of bus driver(s) _____ = \$ _____

Cost per student: \$ _____ Total Cost of Field Trip _____ = \$ _____

Mode of Transportation:

District transportation Yes No (if yes, you **MUST** return to your building by 1:30 p.m.)

Certificated common carrier: specify _____

Individuals Attending:

Number of Students: _____ Number of Faculty Sponsors: _____

Number of District Approved Chaperones (10:1) _____ Total Number of Participants: _____

