

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 _____ Bus to Arrive at School by: _____

Return to School by: _____

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

***** Only listed destination is approved

***** Map Quest directions must be attached

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

Special Instruction for Driver: _____

Source of Field Trip 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 of Field Trip Admission \$ _____ Number of students _____ Total Cost of Field Trip \$ _____

Mode of Transportation: (Mileage is calculated from the bus yard to school to destination and back to bus yard)

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

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

Total Trip Hours _____ X \$34.50/hr = _____ X number of bus driver(s) _____ X days _____ = \$ _____

District Funding Sponsoring Organization Funding Total Transportation cost: = \$ _____

Transportation Account # _____

Certified common carrier: specify _____

Individuals Attending:

Number of Students: _____ Number of Faculty Sponsors: _____

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

Romulus Community Schools

Student Field Trips and Excursions

(School-Related Student Trip Request Form)

Supervision: List the names of district approved chaperones accompanying students on this trip: (Chaperones' names must be provided below before approval is granted by principal.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Staff: I have completed the following documentation:

Release Time Request Reported Attendance in AESOP Chaperones verified and listed

Signature of Faculty Sponsor

Date

Signature of Building Principal

Date

Account Number to be used for this trip: _____

Transportation Account Number: _____

Scan a copy to transportation department, Stephanie Mitchell and Director of Grants and Curriculum, Karensa Smith

BELOW FOR ADMINISTRATIVE OFFICE USE ONLY

The trip has been Approved Disapproved

If disapproved, reason:

Signature of Superintendent/Designee

Date

For overnight trips and/or out-of-state trips, approval of the School Board is required. Send all information to the Superintendent's office.

THIS SECTION TO BE COMPLETED BY THE TRANSPORTATION DEPARTMENT

Date Received

Date Acknowledged

Vehicle Van

Bus

Coach

Comments: _____

Approved by: _____ Title: _____ Date: _____