

25-26 Field Trip Process

It's important that this process be followed because it helps us to organize the Staff Events Calendar on Google to ensure that there are no scheduling or sub coverage conflicts. Also, when using LCFF or Title 1 funds, we must account for and track all expenditures for FPM audits.

If your field trip is overnight, out of the country or exceeds \$500 per student it will need Board Approval. Please allow yourself time to get approval at the site level & the district level before it goes to the Board for approval.

Step 1: Please look at the [Master Calendar](#) and the [District Black Out Calendar](#) to make sure there are no other field trips, school events, testing or other conflicts scheduled on the same day.

Step 2: Complete the [Field Trip Request Form](#) and Admin will review it for approval. This must be done at least a month in advance to allow it to receive approval from Admin and so you can initiate the district K12 Field Trip Form (which has a 21 step approval process). The following information is needed to complete the form so please make sure you have all information beforehand.

- Field Trip Destination
- Mileage from the school to the destination, round trip
- Date
- Pickup & Dropoff Times
- Bus Cost (**get quote from Melton prior, he will need total mileage, Total # of hours gone total & number of students attending**)
- # Subs Needed (chaperone requirement is 1 to 30 students)
- Admission Fees (if there are any)
- How many students are attending? (bus capacity is 60 total)
- Grade Levels of those students
- How does the field trip connect to your instruction curriculum and/or program goals?
- How do you plan on funding your field trip?
- *If your department or group cannot cover the field trip and you're requesting the use of T1 or LCFF funding, then please include a justification relating it to a Goal /Strategy in our [SPSA](#) so that Admin can consider that when reviewing it for approval.

***Any admission fees that are required for a field trip will need a [Purchase Request](#) along with a [Justification](#) form (Justification is only needed when using T1 or LCFF funding). If you're using a different budget then just a Purchase Request is sufficient. A purchase request can only be submitted AFTER your K12 form has received final district approval. So please make sure your field trip request and purchase request have plenty of time to both get approved.**

Step 4: Once approved by Admin, Amy will then reach out to you and if you asked for help funding, budget codes will be provided & the details needed for you to complete the [K-12 field trip form](#). If you have any questions while completing that form please reach out to Amy if needed x56484

Step 5: Once your K12 field trip form gets final approval, please touch base with Chris Melton to confirm that your transportation has been booked. Also, have all teachers that are attending the field trip request their Subs through Frontline. Choose School Activity/Field Trip as the reason and in the "Notes" section and write the budget name that is covering the subs.

****If you reserved 2 buses but your total number of permission slips turned doesn't require a 2nd bus, please let Chris x 56408 or Amy x 56484 know ASAP so we can cancel the 2nd bus to avoid being charged.**

Step 6: A week before the field trip, provide JoAnne, Nathleen and Haica with your student roster so they can check if there are any medical issues, attendance and/or supervision issues (unserved detention hours, etc.).

Step 7: On the day of the field trip, ***PRIOR TO LEAVING OVHS***, an attendance roster accurately reflecting every student in attendance on the trip must be emailed or hand delivered to the attendance clerks (Shelley Olson 56426 & Miram Anglin 56428). If you're running late returning to school please notify the Receptionist Nathleen (x0) so she can inform parents who call looking for their student.

All highlighted parts need to be completed

Huntington Beach Union High School District

FIELD TRIP REQUEST FORM

BP/AR 6153 - School Sponsored Field Trip

Board Policy 6153 Administrative Regulation 6153

HBUHSD
Educate. Prepare. Inspire.

QUESTIONS?
 Site Activities Secretary - Site Ext. + x409
 Site Athletic Director - Site Ext. + x275
 District Office - x50402 | FTR@hbuhsd.edu
 Site Ext.: HBHS 51 | WHS 52 | MHS 53 | FVHS 54 | EHS 55
 OVHS 56 | VVHS x59402 | CHS 58423

● BASIC FIELD TRIP INFORMATION

<p>School Site : <input type="text"/></p> <p>Dept./ : <input type="text"/></p> <p>Group Attending : <input type="text"/></p> <p>Destination : <input type="text"/></p> <p>Destination Phone : <input type="text"/></p> <p>Departure Date : <input type="text"/> Time : <input type="text"/></p> <p>Overnight FT? : <input type="text"/> # of Missed School Days : <input type="text"/></p> <p>Trip Justification Summary : Describe how the trip ties to the curriculum.</p>	<p>Contact Person : <input type="text"/></p> <p>Phone Number : <input type="text"/></p> <p>Destination Address : <input type="text"/></p> <p>Mileage One Way : <input type="text"/></p> <p>Return Date : <input type="text"/> Time : <input type="text"/></p> <p>Does FTR fall during a Blackout date : <input type="text"/></p> <p style="text-align: right;">Blackout Calendar If YES, contact your Principal.</p>
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FUNDING BREAKDOWN INFORMATION

SUBSTITUTES

Subs	Cost per day :	# of Subs :	# of Days :	Total \$:	Account Name	Account Code
	\$180.00					
				Total Cost \$:		

FOOD

Teacher/Admin	Cost per day :	# of Teachers :	# of Days :	Total \$:	Account Name	Account Code
Breakfast	\$17.00					
Lunch	\$18.00					
Dinner	\$34.00					
Chaperone	Cost per day :	# of Chaperones :	# of Days :	Total \$:	Account Name	Account Code
Breakfast	\$17.00					
Lunch	\$18.00					
Dinner	\$34.00					
Student	Cost per day :	# of Students :	# of Days :	Total \$:	Account Name	Account Code
Breakfast						
Lunch						
Dinner						
				Total Cost \$:		

LODGING

	Estimate Total Costs :	Quantity :	Total \$:	Account Name	Account Code
Hotel - Teacher					
Hotel - Chaperone					
Hotel - Students					
			Total Cost \$:		

REGISTRATION

	Cost per ticket :	Quantity :	Total \$:	Account Name	Account Code
Registration - Teacher/Chaperone					
Registration - Student					
			Total Cost \$:		

IF THERE IS AN ADMISSION FEE

TRANSPORTATION

	Cost estimate :	Quantity :	Total \$:	Account Name	Account Code
Airfare - Teacher/Chaperone					
Airfare - Student					
Car/Bus/Van Rental/Other					
			Total Cost \$:		

DRIVING COSTS

	Approximate # Miles :	\$.	per mile :	Total \$:	Account Name	Account Code
Mileage						
				Total Cost \$:		

PARKING FEES

	Daily Parking Fees :	# of Days :	Total \$:	Account Name	Account Code
Parking					
			Total Cost \$:		

SHORTFALLS & TOTAL EXPENSES

How will expense shortfalls be covered (i.e. Boosters, ASB, Site, Grant, etc.)?	
Total Student Expenses	
Total Teacher/Chaperone Expenses	
TOTAL COST OF TRIP	

REQUIRED ATTACHMENTS MISSING ATTACHMENTS MAY DELAY FTR APPROVAL RESULTING IN FIELD TRIP CANCELLATION

y/n

Full trip itinerary :

Contains activities for duration of the trip, destination, time and activities for each day. *Not required for 1 day field trips.

y/n

Trip Justification :

Describe how the trip ties to the curriculum or school-related social, cultural, athletic, school band, and other extracurricular activities. Categorical funded trips must include detailed justification used for auditing purposes.

y/n

Transportation Quote(s) :

Required for the purchase of transportation (airfare, cruises, buses, etc.).

- Schools may not contact/hire a charter company directly--requests must go through the Transportation Dept. (ext. 40408)
- Please see the HBUHSD Transportation website for more info.: <https://www.hbuhd.edu/apps/pages/motp>

y/n

Check 'Yes' if District Provided Transportation (Bus/Van) has been Requested :

All District provided Transportation requests must be submitted at the same time as the Field Trip Request form for approval.

- To request District provided transportation, please go to: <https://www.fieldtriprequest.com/>

y/n

Financial Assurance :

A copy of budget/financial statement showing funds to cover the entire trip.

No curricular field trip shall be authorized if any student would be excluded from participation due to a lack of sufficient funds.

y/n

Liability Insurance/Waivers Information :

- Liability insurance certificate showing the district is an "additional insured," for at least \$1,000,000, for travel involving water activities and/or agencies coordinating travel packages.
- Property Insurance for any District equipment to be used by the group while on the trip.
- To request Liability Insurance from HBUHSD, please email requests to: distgroupinsurance@hbuhd.edu
- Waiver exempting District from financial responsibility (included in Parent/Permission Form).
- The policy of Insurance provides adequate protection to participating students in cases of illness and accident.

y/n

Trip Insurance :

Trip Insurance is required for any field trip involving the purchase of airfare. Airfare is not covered under District Liability Insurance. Trip insurance should be purchased through the airline or a supplemental travel insurance company.

RATIO & TIMELINE INFORMATION

y/n

Plan for Supervision of Students Met :

- At least one HBUHSD employee over the age of 25.
- If co-ed, one male and one female over the age of 25.
- At least one chaperone who has completed a first aid/CPR course shall participate in the trip.

Chaperone Ratios:

Local FT (less than 100 miles): 1 chaperone to 30 students

Local FT (over 100 miles)/Overnight FT: 1 chaperone to 10 students

y/n

Approval Timeline Met :

- 30 days for local field trips (under 100 miles) with a cost of \$25 or more to the students
- 60 days for overnight field trips or field trips over 100 miles (also requires pre-approval if per student costs is \$500 or more)
- 100 days for out-of-country field trips (also requires pre-approval)

	Male	Female	Total Students
# of Students :	<input type="text"/>	<input type="text"/>	<input type="text"/>
# of Teacher(s) :	<input type="text"/>	<input type="text"/>	Total Chaperones
# Other Chaperone(s) :	<input type="text"/>	<input type="text"/>	<input type="text"/>

SITE APPROVAL

Originator :	_____	Signature : _____	Date : _____
Department Coordinator/ Athletic Director :	_____	Signature : _____	Date : _____
Assistant Principal :	_____	Signature : _____	Date : _____
Principal :	_____	Signature : _____	Date : _____

BUDGET APPROVAL

Categorical Budgets :	_____	Signature : _____	Date : _____
Business Assistant :	_____	Signature : _____	Date : _____
Accounting :	_____	Signature : _____	Date : _____

DISTRICT ADMIN APPROVAL

Director, Special Programs :	_____	Signature : _____	Date : _____
Assistant Superintendent, Educational Services :	_____	Signature : _____	Date : _____

BOARD APPROVAL

Proposed Agenda Date :	_____	Date of Board Approval : _____
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