

1. Get the approval from your site principal and complete any necessary form they request.
2. if you can do a field trip during the school day, you can often use our district buses and bus drivers - contact [Emil Frates](#), Director of Transportation to see what the availability is for the day and timeframe you are looking for. This is the cheapest option, often only a few hundred dollars per bus for the day, but you often need to do **9:00 - 2:30**, though he may be able to do different hours than that.
3. Fill out a bus request [form](#). Costs are easily determined by using Google maps- use total miles from school to destination and back at \$3.50/mile. Time is driver time from pickup to return, with a minimum two hour charge (\$33 per hour). Call 429-3851 x 51035 with your preferred dates and times so Emil can reserve the day for you.
4. There should always be some sort of educational component. Teachers always need [parent permission slips](#), even for walking field trips. Teachers should leave the list of students they are taking on the field trip with the front office so there is no confusion on why a student is "missing" from the school. Teachers should take all of the permission slips with them on the field trip as well as their red backpack so they have emergency supplies with them in case they are needed.
5. We cannot charge students for field trips and we have to be careful with the wording of asking for donations. We don't want to unintentionally exclude any students or make them feel bad for not having the money needed to participate. there is also Ed Code about not charging students to participate in school related activities.
6. You may be able to use site supplemental funds (LCFF supplemental or Title 1) to pay for field trips if the field trip is academic focused and enhances learning, aligns to standards, etc. Each year, sites get a small dollar amount from the DO for AVID college field trips.
7. You can always use donations to fund field trips.