

Field Trip Instructions

- [Field Trip Form 25/26](#)
- https://app.informedk12.com/link_campaigns/field-trip-form-22-23?token=WAgzyqZEMVn8892RCXybod5X

What changes and improvements can you expect?

- **Faster Processing Time:** The online form allows for faster approval, which will speed up the time it takes to process your request.
- **Know the Status of Your Form:** Instead of having to call or email, you will now be able to check the status of your form online using a custom link that will be emailed to you after you submit a form.
- **Easier to Understand:** The pre-approval and field trip request forms are now all-in-one! No more confusion as to which form is required. Once the pre-approval has been board approved, the form will be routed back to the initiator for the field trip and budget updates for final field trip request approval.
- **Insurance Information Update:** To provide clarity regarding our field trip insurance policies please check out our **Liability Insurance/Waivers Information**. Trips involving water activities require parent/guardian permission. Activities involving any body of water (i.e. oceans, lakes, private swimming pools, rivers) require a certificate of insurance, designating the district as an additional insured, for not less than \$1,000,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.

Insurance Information -

- **Liability Insurance Certificate** showing the district as 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@hbuhsd.edu
- **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.

Action Items:

- **Bookmark:** Please bookmark the link above for your records and begin accessing the forms using the link to the forms. You will also be able to access the forms on the HBUHSD [Staff Portal](#).
- **Note:** Please note that you do not need a login or password to fill out and submit forms; you can do this simply by clicking on the link above each time you need to submit a form.
- **Help Center:** If you need help submitting a form online, please refer to the Informed K12 [Help Center](#).

FVHS CHEAT SHEET

- 1) All field trips must have proper paperwork completed on time and approved prior to the trip (use the cheat sheet below to determine deadlines and forms).
 - 2) If using transportation please email or call Lara in activities to get a quote (putting in the wrong estimate may cause delays with the field trip)
 - 3) Before submitting the field trip, please do the following:
 - a) Email Nurse Marci with a list of possible students attending (copy Lara Smith on email)
 - b) Submit transportation request (if you are using a bus or school van)
- ***No field trip will be pushed through to the AP of Activities prior to “a” and “b” above
- 4) Field Trip Blackout Dates ([Click Here](#))
 - 5) Permission slips are found in the FVHS Staff Information Google Folder under “Field Trips”. All students must have a completed permission slip to attend.
 - 6) One week prior to the trip send a spreadsheet with a roster to staff with Student Names and ID numbers
 - 7) When sending your excusal list to attendance make sure it is in excel or google sheets.
 - 8) On an overnight field trip, if you are planning on leaving your car on site, please make sure to notify Supervision with your license plate number. They need this information to notify all site supervision staff as well as the DO. (Best to park your car in the view of security cameras- Please work with Supervision).

Type of Field Trip	Is Pre-Approval Required (Click Yes on Field Trip form)	Deadline that field trip form must be approved by Board of Trustees Work backwards from the trip date and use the following link to determine when the approved form is due to Ed Services. <u>You need to allow time for DC, Activities Secretary, AP, and Principal to approve.</u>
Foreign Country	Yes	100 Days
Cost to Student is \$500 or more. <ul style="list-style-type: none"> - Over 100 miles - and/or Overnight 	Yes	60 Days
Cost to Student is \$500 or more. <ul style="list-style-type: none"> - Local (less than 100 miles) 	Yes	30 Days
Cost to Student is \$100-\$499 <ul style="list-style-type: none"> - Over 100 - and/or Overnight 	No	60 Days
Cost to Student is \$100-\$499 <ul style="list-style-type: none"> - Local (less than 100 miles) 	No	30 Days
Cost to Student is less than \$100	No	Site Admin approval is needed a minimum of 30 Days prior to trip.
Non-School Sponsored Trip	No	Submit to site Admin minimum of 30 days prior to trip.