

Field Trip Coordinating Form
(To be completed during the previous month's grade group meeting.)

Event Info

Name of Field Trip: _____

Type of Event (LA, Math, SS, Science, Eng, Art, etc.): _____

Grades Attending _____ Total number of students in these grades: _____

Teachers Attending _____

Who is the REQUIRED second adult on this trip (could be a parent) _____

Is there a second STAFF DRIVER needed for the vans? If so, who? _____

Date of Field Trip: _____

Day of the Week: _____

Rain Date: _____

Could weather cancel this trip: _____

Departure Time: _____ Return Time: _____

Venue Info

Address _____ Phone: _____

Contact _____ Cancellation Policy? _____

Is there a charge for parking? _____ Distance from School in miles _____

Coverage Info

Grade Groups are responsible for finding coverage. Please go to the master and lunch/recess schedules to review who/what needs coverage.

List of teachers/hrs of coverage needed (classes and duties) & who will receive the kids if they arrive back to school before homeroom teachers?

List EC teachers that need to be cancelled (indicate if they need to be cancelled part/full day)

Budget Info

Cost the venue charges per student: \$_____ Cost the venue charges per teacher: \$_____

Cost the venue charges per parent: \$_____ Cost for parking one vehicle: _____

Number of EC classes cancelled: _____ Discounts offered by venue: _____

Do you anticipate teachers needing to drive? If so, how many? _____

Will you utilize the van(s) that have to be **back by 2:30**? _____ One or both _____

ALL 2ND GRADERS AND YOUNGER MUST BE IN A BOOSTER REGARDLESS OF WHAT THEY DO AT HOME. WE WILL ALSO ASK PARENTS TO INDICATE ON THE FIELD TRIP FORM IF THEIR CHILD OLDER THAN 2nd NEEDS TO BE IN A BOOSTER.

Kentucky Booster Seat Law Information (KRS 189.125(3)(b) – Effective June 24, 2015

Booster seats provide an extra step between child safety seats and seatbelts.

Kentucky Booster Law states that "Any driver of a motor vehicle, when transporting a child **under the age of eight (8) years who is between forty (40) inches and fifty-seven (57) inches in height** in a motor vehicle operated on the roadways, streets, and highways of this state, shall have the child properly secured in a child booster seat. A child of any age **who is greater than fifty-seven (57) inches in height** shall not be required to be secured in a child booster seat under this section. If a child is **older than 8 years old or over 57 inches tall**, they are not required by law to ride in a booster seat."

****Turn Field Trip Coordinating Form in to Katie at the monthly staff meeting following the Grade Group Meeting**

****Blurb for permission slip describing what will occur and the value of this field trip to students.**

For Katie:

_____ Added to list for calendar

_____ Cancel ECs

_____ Packets to teachers, including permission and student log _____ Delivered _____

_____ Date to collect packets _____ Reserve vans

_____ Let front desk know

_____ Contact parents without forms/money

_____ Coordinate transportation **(2nd and younger have to be in boosters by law)**

_____ Present transportation plan to Grade Group Leaders for approval to be sent in remind

_____ Remind to fill up van on this date if it is needed _____

_____ Received invoice from teacher organizing trip _____ check to venue _____ teacher(s)