

Hello,

We received your day trip request. Thank you!

This trip request is due 1 week prior to the date of this trip.

Here are the next steps:

1. Volunteer list: upload the list in Word to this trip's Google folder.

- a. This way, the status of each volunteer can be marked as cleared, pending, or not in Raptor's approved volunteer list
- b. A 4J volunteer is any adult performing services for the district without pay, including 4J employees who are participating outside of their official 4J duties
- c. **DO THIS STEP FIRST to allow time for the volunteers to be cleared (background check process)**

2. NO Volunteers?

- a. Email back IF there are NO volunteers who plan to go on this trip

3. Checklist: upload with administrator & nurse signatures to this trip's Google folder

4. Permission slip: upload completed/parent-signed permission slips to the trip Google folder.

_____ is not showing up in raptor as an approved volunteer. If _____ wants to go on this trip (he/she) will need to complete [4J's volunteer application](#) and then email volunteer@4j.lane.edu requesting their application be expedited. Note: There is no guarantee that a request to expedite a volunteer application will be approved in time for a trip.

Combining trips

Here is the criteria for combining trips:

1. One itinerary that includes all the trip dates/destinations

or

One itinerary per trip that includes the date of each trip and destination

2. 1 checklist with site admin & nurse signatures, page 1

3. 1 permission slip with site admin & teacher signatures, page 1

4. Permission slips: the student's parent/guardian needs to approve for their child to go to each destination on each date. The permission slip must include all dates/destinations. Keep these parent/guardian-signed permission slips at your school. Risk does not need these copies. Just page 1