



**J. Sterling Morton High School, District 201**  
**REQUEST FOR SUPERVISED FIELD TRIP EXPERIENCE**  
 (Must be submitted 10 days PRIOR to activity.)

Date of Trip: \_\_\_\_\_ Class or Organization: \_\_\_\_\_

Educational \_\_\_\_\_ Administrative \_\_\_\_\_ Extracurricular \_\_\_\_\_ SPED \_\_\_\_\_

In-School Trip \_\_\_\_\_ Out of School Trip \_\_\_\_\_ Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

**OVERNIGHT AND OUT-OF-STATE REQUESTS REQUIRE BOARD APPROVAL**

| Sponsoring Teacher(s) or Chaperone(s) | Sub Needed?           | Check off who will provide sub and circle periods if not a full day. |
|---------------------------------------|-----------------------|--|
|                                       | YES _____<br>NO _____ | District _____ Assistant Principal _____<br>1 2 3 4 5 6              |
|                                       | YES _____<br>NO _____ | District _____ Assistant Principal _____<br>1 2 3 4 5 6              |
|                                       | YES _____<br>NO _____ | District _____ Assistant Principal _____<br>1 2 3 4 5 6              |
|                                       | YES _____<br>NO _____ | District _____ Assistant Principal _____<br>1 2 3 4 5 6              |
|                                       | YES _____<br>NO _____ | District _____ Assistant Principal _____<br>1 2 3 4 5 6              |

Location and Telephone Number of Activity: \_\_\_\_\_  
 \_\_\_\_\_

Description of Costs: \_\_\_\_\_

Bus Cost \_\_\_\_\_ Sub Cost \_\_\_\_\_ Charge Per Student \_\_\_\_\_ Alt Sub Cost \_\_\_\_\_ **Total Trip Cost** \_\_\_\_\_

Number of Students Attending: \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_

**RATIONALE**

*Please attach a separate sheet of paper if necessary to answer the following questions:*

1. How does field trip relate to course objectives?
2. How will field trip experience be evaluated?

Asst. Principal Approval \_\_\_\_\_ Date \_\_\_\_\_ Grant Approval \_\_\_\_\_ (if applicable)

Principal's Approval \_\_\_\_\_ Date \_\_\_\_\_

**WHITE: Principal      YELLOW: Human Resources      PINK: Teacher      GOLD: Asst. Principal**

## **24 HOURS PRIOR TO THE FIELD TRIP**

the sponsoring teacher should submit to his/her Assistant Principal:

1. Duplicate copy of the approved field trip request form. (Pink copy is for your records.)
2. A typewritten, alphabetized list of students with I.D. numbers, last name first.

## **ON THE DAY OF THE FIELD TRIP, THE SPONSORING TEACHER SHOULD SUBMIT TO THE ATTENDANCE OFFICE:**

1. Permission slips. Sponsoring teacher must verify that every student participating has turned in a permission slip.
2. A list of students *NOT* attending, identifying where the students will be.

## **FIELD TRIP PROCEDURES:**

1. Pick up field trip request form from the Principal Office.
2. After your field trip is approved, you may set up transportation arrangements in the Business Office, ext. 5723. When contacting the Business Office, **you must know the cost of your trip by adding entry or admission fee and expenses for lunch (such as restaurant or museum lunch fee). Once you get the cost of the bus, you will calculate the cost of your trip by adding the cost of the bus to all other costs. Divide by number of students and staff, or chaperones attending trip.**
3. If you need to request a check for a deposit, restaurant, admission to a museum, or for tickets to performances, contact Lori Schuler at ext. 5707. Checks for tickets, restaurants, or admission are cut on Friday every week. Contact with the **Business Office Associate, Lori Schuler** must be made ***NO LATER THAN MONDAY*** for a check to be ready on **FRIDAY**. All required signatures (teachers, principals, business manager, and superintendent) and any required forms, receipts, or reservation lists are to be forwarded to the **Business Office Associate at the District Office**. **Trip roster must be e-mailed prior to departure to [rweis@ismorton.org](mailto:rweis@ismorton.org) to receive key or bus**
4. Teachers may collect money for their field trips or have students go directly to the **CASHIER'S OFFICE**. If the teacher collects the money, it **must be deposited on a daily basis with the cashier**. A receipt will be given to staff or student bringing deposits. Money for field trips needs to be deposited ***IN FULL BEFORE DAY*** of trip.
5. When bus bill comes in, you will receive a copy advising you of any balance due. You must sign off on the bus bill and return it to the **Business Office Associate** for payment.

**FIELD TRIP WILL NOT BE APPROVED** if the requested date falls during the following time periods:

- ***Two weeks*** prior to exam week the first semester.
- ***Three weeks*** prior to exam week the second semester.
- ***One week*** prior to the end of each grading period.

## **REMINDER:**

Students are limited to participating in a maximum of three (3) school day field trips per semester.

## **FIELD TRIP CANCELLATION:**

Please contact Principal's Secretary and Transportation 5723 by 6:00 a.m. if the field trip is canceled.

**(NOTE: Principal's Office will forward copies after ALL signatures are obtained.)**