

## FIELD TRIP GUIDELINES: 2009-2010

*All field trip requests must be accompanied by a "Professional Absence Request Form" for each of the attending chaperones. All travel expenses must be approved by the superintendent and the Board of Education prior to the field trip. Since the Board of Education meets only twice per month, travel requests must be submitted at least one month in advance. No other expenses will be permitted unless prior approval from the Board of Education has been granted.*

**The deadline for submitting field trip requests is April 30, 2010** - No field trips will be approved after the deadline.

- 1) Submit a "Field Trip Application Request" (Network Applications/Online Document System) at least one month prior to the event date.
  - ✓ Please choose the correct form – Overnight Field Trips require a different form.
  - ✓ The trip application should be filled out in its entirety.
  - ✓ Please re-route the online document to the appropriate supervisor; i.e. a cheerleading trip should not go to your content area supervisor (as automatically routed) – It should be re-routed to the athletic director (please see the attached routing form).
  - ✓ Integrity Bus Transportation (2009-2010) - \$217.01 for the first four hours  
\$55.00 for each additional hour  
Just 4 Wheels (Van Rentals) - \$79.99 a day plus \$18.99 collision, \$5.00 security,  
\$5.00 surcharge

\*Van rentals are only available in 7 passenger (15 passenger vans are not permitted) due to state regulations

If you are planning a longer trip, please contact Michelle Corvino-Hackney for a quote on a charter bus. She will need the destination, departure and returning time, and # of charters.

\*Due to Homeland Security requirements, any trip to Washington, DC will require a daily visitor's permit to bring a bus into the area. The charter bus company will apply for the permit; however, you will need to factor in an additional \$50 charge per bus when planning your trip.

- 2) If you plan to transport students in your private vehicle, you must provide a current copy of the following documents to Brian Aron, Vice Principal: driver's license, vehicle registration, and vehicle insurance.
- 3) Each staff member chaperoning a field trip must submit a "Professional Absence Request" (Network Applications/Online Document System) at least one month prior to the event. Plan in advance to ensure that your request has an opportunity to be posted on the Board of Education meeting agenda for final approval.
  - ✓ Log into the Online Document System and check for trip and absence approval. Once approval is verified, contact AESOP to schedule a substitute for your absence.
  - ✓ One week prior to the trip, contact Michelle Corvino-Hackney to confirm the bus. You may contact her by phone at 625-1393 or by email.

- 4) Each student must fill out a “Field Trip Permission Form” (refer to the AHS Staff Manual) and return it to you signed by the parent/guardian. The teacher/advisor/coach should keep these permission slips on file in alphabetical order. Please be sure to include the transportation method on the student permission slip.
- 5) Check eligibility and social probation status (for non-curricular trips) of participating students.
- 6) If you will be collecting or raising any type of funds (i.e. admission costs), file a “Fund Raising Request” (blue paper in the main office). Submit this form to your supervisor prior to collecting any funds.
  - ✓ You must wait for fundraising approval to proceed.
  - ✓ If you need to collect funds and do not have access to an appropriate account, please contact Marie Howell at 625-0657 ext. 2746.
  - ✓ Deposit the funds collected and do not forget to adhere to the 48 hour rule – Please refer to the Financial Handbook.
  - ✓ Record your receipts accurately – Please refer to the Financial Handbook.
- 7) Reservations for transportation, hotels, etc. should not be made on your personal credit card without prior approval of your supervisor – Only expenses listed on the Professional Day Request Form will be reimbursed.
- 8) Please be cognizant of the terms of any invoices – All terms of invoice must be satisfied upon receipt.
- 9) Collect receipts
- 10) Disbursements: Getting A Check Issued
  - ✓ Fill out a voucher form (See Marie Howell in the District Office) in duplicate along with all receipts and submit to the appropriate supervisor. Checks are issued once a week, so plan ahead – Please refer to the Financial Handbook.
- 11) Three school days prior to the trip:
  - ✓ Create a “Field Trip List” and submit it via email (as a Word or Excel document) to Kathy McLaughlin in the attendance office. Students should be listed in alphabetical order and ID numbers must be included. Kathy McLaughlin will compile a master field trip list to be sent to staff each day with the attendance bulletin.
  - ✓ Confirm bus times with Michele Corvino-Hackney at 625-1393
- 12) The day before the trip:
  - ✓ Contact AESOP to confirm that a substitute is scheduled for your absence.
  - ✓ Remind your supervisor of your absence.

13) Morning of the trip:

- ✓ Submit an updated list of those participating in the event. This is to be done by editing a hard copy of the original list (cross out the names of those not attending and write in the names of new participants). This list must be submitted before you leave the property, and it is extremely important that it be done prior to the actual start of the event. If your field trip leaves the school grounds prior to 7:00am, please slip the revised copy under the Attendance Office door.
- ✓ Please take accurate attendance of those students on the trip prior to leaving your destination. If a stop is made during the return trip and students leave the bus, you are required to take attendance upon re-boarding to ensure accurate attendance. You should do both a head count and check names against your updated student roster.

14) After the trip:

- ✓ File a "Final Report of Fundraising Activity" (white paper found in the main office) – Please refer to the Financial Handbook.

### OVERNIGHT FIELD TRIPS

*All field trip requests must be accompanied by a "Professional Absence Request" form for each of the attending chaperones. All travel expenses must be approved by the superintendent and the Board of Education prior to the field trip. No other expenses will be permitted unless prior approval from the Board of Education has been granted.*

**The deadline for submitting field trip requests is April 30, 2010** - No field trips will be approved after the deadline.

**The maximum amount of school days that a student will be excused is two (2) for an overnight field trip.**

- 1) Discuss your overnight field trip plans with your supervisor. Provide the supervisor with your preliminary plans such as destination, number of students, faculty, approximate cost, and date/time of trip at least **four months** prior to the event date. The principal will seek preliminary approval from the superintendent/BOE. You must wait for preliminary approval prior to beginning an in-depth exploration of the proposed trip.
- 2) Submit an "Overnight Field Trip Application Request" (Shared Folder/Electronic Forms/Blank Forms) at least **two months** prior to the event date. The application must be filled out in its entirety – Attach the required documents to the application, i.e. a cheerleading trip should not go to your content area supervisor (as automatically routed) but should be re-routed to the Athletic Director. Plan ahead to ensure your request has an opportunity to be posted on the BOE agenda for final approval.
  - ✓ Integrity Bus Transportation (2009-2010) - \$217.01 for the first four hours  
\$55.00 for each additional hour
  - ✓ Just 4 Wheels (Van Rentals) - \$79.99 a day plus \$18.99 collision, \$5.00 security, \$5.00 surcharge

\*Van rentals are only available in 7 passenger (15 passenger not permitted) due to state regulations.

If you are planning a fairly long trip, you can contact Michelle Corvino-Hackney for a quote on a charter bus. She will need destination, departure time, arrival back time, and # of charters.

\*Due to homeland security requirements, any trip to Washington, DC will require a daily visitor's permit to bring a bus into the Washington, DC area. The charter bus company will apply for the permit but you will need to factor in an additional \$50 charge per bus when planning your trip.

- 3) If you plan to transport students in your private vehicle, you must provide a current copy of the following documents to Brian Aron, Vice Principal: Driver's License, Vehicle Registration, and Vehicle Insurance.
- 4) Submit a "Professional Absence Request" (Network Applications/Online Document System) at least one month prior to the event date for each staff member attending the trip. Plan ahead to ensure your request has an opportunity to be posted on the BOE agenda for final approval.
  - ✓ If the trip is for an extracurricular activity that is supervised by someone other than your department supervisor, you must re-open the submission and re-route it to the activity supervisor (please see the attached routing form).
  - ✓ Log into the online document system and check for trip and absence approval. Once approval is verified, contact AESOP to schedule a substitute for your absence.
  - ✓ One week prior to the trip, contact Michelle Corvino-Hackney to confirm the bus. You may contact transportation by phone 625-1393 or email.
- 5) Each student must complete a Student/Parent Contract and return it to you signed by the parent/guardian. The teacher/advisor/coach should keep these contracts on file in alphabetical order.
- 6) Check eligibility and social probation status (for non-curricular trips) of participating students.
- 7) If you will be collecting or raising any type of funds (i.e. admission costs), file a "Fund Raising Request" (blue paper/main office). Submit this form to the appropriate supervisor prior to collecting any funds.
  - ✓ You must wait for fundraising approval to proceed.
  - ✓ If you need to collect funds and do not have access to an appropriate account, please contact Marie Howell at 625-0657 ext. 2746.
  - ✓ Deposit the funds collected and do not forget to adhere to the 48 hour rule – Refer to the Financial Handbook.
  - ✓ Record your receipts accurately – Refer to the Financial Handbook

- 8) Please be cognizant of the terms of any invoices – All terms of invoice must be satisfied upon receipt.
- 9) Expenses for transportation, hotels, etc. should NOT be charged to your personal credit card without prior approval of your supervisor – Only expenses listed on the Professional Day Request form will be reimbursed.

## Directions for Modifying Routing Slip for Pending Online Documents

Staff can direct any form they complete to the appropriate reviewer. This addresses the need for routing changes based on additional responsibilities staff members may have with activities, clubs, etc.

This also allows the adding of additional reviewers to the routing slip for exceptional cases.

The screenshot shows a web browser window with the address <http://onlineforms.gehrhsd.net/forms/welcome.asp>. The page has a green background and a white menu on the left. The main content area is divided into two sections:

**Select Form to be Completed**

<a href="#">Absence Form</a>	<a href="#">Professional Absence Request</a>	<a href="#">Request for Keys</a>	<a href="#">Field Trip Application Request</a>
<a href="#">Media Taping Request Form</a>	<a href="#">Internal Request for Use of Buildings or Grounds</a>	<a href="#">Distance Learning Lab Equipment Request Form</a>	<a href="#">Monthly Supply Requisition</a>
<a href="#">Distance Learning Lab Room Request</a>	<a href="#">Tuition Reimbursement</a>		

**Form Status**

ID:	Submit Date	Form	Last Name	Current Route	Status	Action
<a href="#">5191</a>	1/5/2006	ProfessionalAbsence	Schafer		Approve	
<a href="#">4076</a>	11/23/2005	ProfessionalAbsence	Schafer		Approve	
<a href="#">2960</a>	10/18/2005	ProfessionalAbsence	test		Withdrawn	

Routing Slips can only be changed for forms in **pending** status.

Click on the green R next to the form whose routing slip you wish to revise.

The screenshot shows the routing slip modification page. It features a menu on the left and a main content area with the following text:

**Menu**  
[Main Menu](#)  
[Sign Out](#)  


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[My Forms](#)  


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[Admin Forms](#)  
[Admin Review](#)  


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[Calendar Review](#)  
[Search All Forms](#)  
[Attendance Reports](#)

**The current routing for this form is displayed below**  
**Changing the routing slip for a form will automatically reset the form and the approval process will return to the beginning.**

Route 1	CARTY, SHARYN L.
Route 2	FILINUK JR., JOSEPH R.
Route 3	CICCARIELLO, STEVEN B
Route 4	,
Route 5	,
Route 6	,
Route 7	,
Route 8	,
Route 9	,
Route 10	,

The existing routing for the form will appear. Changes are made by selecting the appropriate staff from the drop down list.

Blank spaces stop the routing of the form.

Click on the “Create New Routing Slip” button to complete the process.

**If you decide to modify the Routing Slip you must select the new User and click the Create New Routing Slip Button.**