

FIELD TRIP REQUEST



Checklist of Responsibilities



**GUIDELINES: TWO EDUCATIONAL FIELD TRIPS PER CLASS.
A THIRD FIELD TRIP CAN BE APPROVED BASED ON BUDGET.**

TEACHER

- Obtain Amy's Approval
- Review school calendar for conflicts
- Arrange and book field trip with vendor
- Submit field trip request form at least 1 month prior to trip
- Vendor invoice provided to the Foundation - thesjsfoundation@gmail.com
- Distribute and collect permission slips

OFFICE

- Create PO for Penfield Transportation and submit bus request
- Confirm bus availability and notify classroom teacher and nurse of time and driver name
- Create and give field trip permission slip to teachers for them to distribute
- Send any invoices from field trip vendor and Penfield Transportation to Foundation for payment

FOUNDATION

- Work with teachers and school to create a budget
- Collect field trip invoices from teachers
- Pay field trip invoices online or issue a check to be picked up in the office safe the day of the field trip
- Pay Penfield Transportation invoice upon receipt - follow up when necessary

TEACHERS: DAY OF FIELD TRIP

- Roster of students and chaperones - 3 copies: office, bus, and yourself
- Emergency contact list for students
- Pick up Safety go-bags from Nurse
- Retrieve check from school safe if field trip is not pre-paid.
- Check in with the main office and provide current cell number for emergencies
- Brief chaperones of roles and responsibilities - give group assignments

FIELD TRIP REQUEST FORM



[SJSPENFIELD.COM/FIELD-TRIP-FORM](https://sjspenfield.com/field-trip-form)

Questions? Email: [Kate Lane](mailto:Kate.Lane@thesjsfoundation@gmail.com)
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