

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

Questions? Email: Kate Lane
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