



FIELD TRIP REQUEST FORM

Select School: Fammatre

Teacher (s): Renata Feld, Chris Bovone, Adam Wolff, Pamela Mannah Date (s) of Field Trip: 04/17/2023 to 04/21/2023

Grade (s): 5 Grade level team approved request: Yes Overnight Trip: Yes

Destination: Walden West Science Camp in Saratoga

Address: 15555 Sanborn Road, Saratoga, CA Phone No.: 1-408-573-3050

Briefly explain how this field trip will supplement your classroom instruction, including Common Core

Standards addressed:

- LS1 From Molecules to Organisms
- LS2 Ecosystems
- ESS1 Earth's Place in the Universe
- ESS2 Earth's Systems
- ESS3 Earth and Human Activity

Departure time from school site: 8:30 am 4/17/23 Approximate return time: 12:00pm 4/21/23
(To School)

75 # of students + 4 # of staff + 0 # of Parent/Guardians = 78 Total number people going

Are lunches needed for trip: Yes -If yes, a Field Trip Roster/Verification Form is required for the trip.

Means of transportation: Charter Bus

Total cost: \$1600 Which includes: both days bussing Paid by: Fammatre HSC

Request by: Renata Feld Date: 10/05/2022

This Box is for Administration Use Only:

Principal Signature: _____ Approved: _____ Date: _____

Superintendent Approval Needed (Out of county):

Superintendent Signature: _____ Approved: _____ Date: _____

Board Approval Needed (Out of State or Overnight): _____ Board Approved on: _____

Bus reservations made on: _____ Bus Company: _____

Number of lunches needed from cafeteria: _____ or None needed

Directions on the other side.

Field Trip Procedure Checklist

(Informational Only)

Action Item and Description:	Deadlines before trip	Date Completed
Request approval from grade level: <i>Grade level must approve use of grade level field trip funds.</i>	6 weeks	
Submit field trip request form to Principal for approval (<i>Cambrian Board Policy & Procedure 6153</i>).	6 weeks	
Submit field trip request form to Superintendent for approval: <i>If student trips involve out-of-county travel, they require the approval of the Superintendent (Cambrian Board Policy & Procedure 6153). Request must be approved by the Principal prior to submitting to Superintendent.</i>	6 weeks	
Submit field trip request form to Superintendent's Office for Board approval: <i>If student trips involve out-of-state or overnight travel, they require the approval of the Board (Cambrian Board Policy & Procedure 6153). Once submitted to the Superintendent's office requests will be placed on the next regular board meeting agenda.</i>	6 weeks	
Notify Special Education teachers: <i>To ensure their students are included in planning process.</i>	4 weeks	
Send student permission slips to families: <i>Obtain student permission slip from office. Fill in appropriate info, make copies, and hand out to your students who need to return it to you signed by their parents.</i>	4 weeks	
Sack lunch request to kitchen: <i>Students must be asked if they want bag lunches by sending a request form home with each student.</i>	2 weeks	
Schedule a substitute with secretary if needed.	2 weeks	
Inform kitchen of # of students on trip: <i>If you will be gone during the brunch and/or lunchtime you need to inform the cafeteria of the number of students who will be gone.</i>	2 weeks	
Turn in donations: <i>Any funds donated by families for your field trip should be submitted each day (Cambrian Board Policy & Procedure 3515).</i>	2 weeks	
Master student list: <i>A list of students going on the trip must be provided to <u>all</u> the teachers affected by the field trip. List students in alphabetical order by last, first name and include medical information next to students with medical issues.</i>	5 days	
Master staff/parent/guardian list: <i>A list of staff/parent/guardian attending the trip, with cell numbers, must be provided to office. One or two teachers should be identified as the "Teacher(s) in Charge"</i>	5 days	
Bus list to office: <i>If the trip requires multiple busses, then a student list that includes the following information must be provided for each bus:</i> <ul style="list-style-type: none"> • <i>Alphabetical by last, first name with medical information for any students with medical issues</i> • <i>Bus #/name</i> • <i>Names of staff, parents riding on the bus</i> • <i>Contact number (cell) of staff member on the bus</i> • <i>Total number of students, staff, and parents on the bus</i> 	5 days	
Submit medical info: <i>Submit any medical information from permission slips to the health office.</i>	5 days	
Notify staff/office regarding students staying behind: <i>Provide a student list and instructions to office and affected teachers.</i>	5 days	
Inform students who will be remaining behind of the following: <ul style="list-style-type: none"> • <i>Where they will go during the day</i> • <i>What lunch hour they are taking</i> • <i>Work that should be completed</i> 	3 days	
Morning of the trip:		
1) Take attendance: <i>Attendance must be taken first period and entered in PowerSchool before departing.</i> ** If departure time is before 1st period: <ul style="list-style-type: none"> • <i>Attendance must be taken prior to departure and submitted to office. Attendance list must be alphabetical by last, first name.</i> • <i>Remind students that, if they miss the bus, they are to check in at the office.</i> 2) Pick up sack lunches from cafeteria. A Field trip Roster/Verification Form will also be needed. 3) Pick up medications and first aid kit from the health office		
Day after trip:		
Return Field Trip Verification Form to cafeteria: <i>Food service is required to physically verify that students received a lunch.</i>		