

Sacramento City Unified School District
FIELD TRIP REQUEST FORM
 (USE A SEPARATE FORM FOR EACH TRIP)

Parent Permission Form is required for each student field trip. See below reference distribution section for details concerning each type of trip.

School Name _____ Date _____/_____/_____

Teacher's Name _____ Room # _____ Telephone # _____
 Fax # _____

Field Trip Destination _____

- Local-50 mile radius (bus/walking) Local-50 mile radius (driver led trips) Out-of-Town (Beyond 50 mile radius)
(forward directly to Field Trip Office)
- Overnight Out-of-State/Country Involving Swimming or Wading Unusual Activities

Route _____

Educational nature of field trip/excursion _____

Depart Date ____/____/____ Time _____ am/pm Return Date ____/____/____ Time _____ am/pm

- TRANSPORTATION** will be provided by: Walking School Bus - contact Transportation Field Trip Office
- Charter Bus Company (certified): Yes No - Check with Field Trip Office
- Private Vehicle/Parent Driver/Faculty Driver - Complete Volunteer Personal Automobile Use Form for each vehicle and driver, must have fingerprint clearance (check with Human Resources for fingerprint clearances)
- Public Transportation Train Commercial Airline Other: _____

Funding Source _____ Financial Assistance Available? Yes No

Number of students participating: _____

- Adult Chaperones/Drivers: DRIVER DRIVER
- 1) _____ yes no 2) _____ yes no
 3) _____ yes no 4) _____ yes no

- Teachers and Staff Attending:
- 1) _____ yes no 2) _____ yes no
 3) _____ yes no 4) _____ yes no

Principal Approval _____ Date _____

Risk Management Approval (Unusual Activities) _____ Date _____

Segment Administrator Approval _____ Date _____

Distribution: Refer to the Field Trip Information Form RSK 106F for the forms and distribution required for each trip:

1. **Local Trip (school or charter bus):** (50-mile radius) - Submit to Principal for approval. Maintain all documents at site and forward a copy to Segment Administrator.
2. **Local Trip:** (50-mile radius: driver led, walking trip) - Submit driver led trips to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Submit walking trips to Principal for approval then forward to Segment Administrator for approval 2 weeks prior to trip.
3. **Out-of-Town:** (beyond 50-mile radius) - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
4. **Overnight Trip:** Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
5. **Trip Involving Swimming or Wading:** Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip.
6. **Trip Involving Unusual Activities (Water sports or high risk activities such as rafting, snorkeling, rock climbing, skiing, etc.)** - Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. This may require **Special Event Liability Insurance**.
7. **Out-of-State/Country:** Submit to Principal for approval then forward to Segment Administrator for approval 6 weeks prior to trip. Must have Superintendent, Board of Education and Risk Management approval prior to trip. Segment Administrator will place field trip item on Board Agenda. Trips not submitted to Segment Administrator 6 weeks prior to trip will be considered automatically rejected by the Board of Education.
8. **Approved forms will be returned by Segment Administrator. Maintain a copy of all forms at site for 2 years.**