

---

FIELD TRIP PROCEDURES (RSK-P106)  
Sacramento City Unified School District

---

**1.0 SCOPE:**

- 1.1 The Process of providing Field Trip Packets to School Sites.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Office Tech III

*Marianne Clemmens* 4/6/09

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Risk Management

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**4.0 DEFINITIONS:**

- 4.1

**5.0 PROCEDURE:**

- 5.1 Revision of field Trip documents for intranet forms stored on H drive. Packet includes all forms listed in associated documents.
- 5.2 Annual Bulletin notification prepped by Office Tech and approved by Risk Management Director is distributed to all sites at the beginning of each school year informing of any revisions.
- 5.3 Segment Administrators will forward filing copy of out of town and unusual activities field trips from school sites to Risk Management for approval process.
- 5.4 New adapted forms and inserts for the Field Trip Packet are added and updated by Risk Management.

---

FIELD TRIP PROCEDURES (RSK-P106)  
Sacramento City Unified School District

---

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 RSK - F106A Field Trip Request Form
- 6.2 RSK - F106B Out of State or County Travel Request Form
- 6.3 RSK - F106C Student Field Trip Authorization Form (available in other languages)
- 6.4 RSK - F106E Volunteer Personal Auto Use Form
- 6.5 RSK - F100B Student Voluntary Transportation Agreement
- 6.6 RSK - F106F Field Trip Information
- 6.7 RSK - F106G Field Trip Vehicles
- 6.8 RSK - F106H Overnight Trips Hotel Accommodations Information
- 6.9 RSK - F106I Field Trip Roster
- 6.10 RSK - F106J Non-California Field Trip student Authorization

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Field Trip Packet	File cabinet at site; LSU Office and Risk Management as described.	2 years	shred	Forms located at sites and LSU Office. Out of Town and Out of Country field trips, Request form cover sheet also on file in Risk Mgt. Office.

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/30/03	A	Revisions to Field Trip Packet
4/6/2009	B	Update to Include F106J, updates and corrected titles

\* \* \* E n d o f p r o c e d u r e \* \* \*