



RGSD FIELD TRIP PROCEDURES & RELATED FORMS



Completed Packets for Approval

Must Include:

[Page 4](#) – Field Trip Outline

[Page 5](#) – CSIP Request Rationale

[Page 6](#) – Field Trip Leave Request Form

[Supporting Documentation](#) – Vendor information, brochure, website attachment, etc.

[First Student Bus Request Form](#)

Field Trip Request Procedures

All Field Trip Requests:

- K-12 requires the approval of the Assistant Superintendent of Student, School, and Community Service. (Dr. Tanya Patton) tapatton@rgsd.k12.mo.us;
- Must be received by the District-level Administrative Assistant, LaJuana Maclin (Imaclin@rgsd.k12.mo.us) **4 weeks** in advance of field trip;
- Must have Student Permission Slips for all students attending Field Trip (**Do not send with packet**).

Field trips are scheduled and coordinated at the building level by the following:

- The attending staff member(s)
- Principal
- Building Administrative Assistant

All Attending Staff:

- **Complete Field Trip Outline & Comprehensive School Improvement Plan (CSIP) (pg. 4-5)**
-Outlining documentation of field trip facility, estimated expenses, activity etc. (ex). (Brochure, website print out)
-Provide rationale for participation as it relates to meeting the District's CSIP objectives
- **Complete Professional Day Leave /Field Trip Leave Request Leave Form) (pg. 6)**
-Field trip budgets are outlined as line item **6349** "Field Trips/Admission" in the Budget Handbook
-Verification of current balances is accessible in Munis
-Field trip funds **do not** cover any sponsor/chaperone expenses
-Record Absence in Frontline – AESOP
- Submit completed packet to building administrative assistant to verify funding and obtain principal's signature of approval or denial.

Principal/ Responsibilities:

- Approve or Deny field trip packet; Submit completed packet to Assistant Superintendent of Student, School, and Community Service. (Dr. Tanya Patton) tapatton@rgsd.k12.mo.us for final approval signature.
- It is the responsibility of the requesting school's Administrative Assistant or Principal, to contact food services at least **two (2) weeks** in advance for all food requests. Failure to do so may result in requested order being unfilled.

Assistant Superintendent of Student, School, and Community Service: (Dr. Tanya Patton)

- **Sign Packet -Approve or Deny** – Return packet by email, verifying approval or denial to the requesting teacher(s), principal and building administrative assistant with all necessary signatures.

Building Administrative Assistant Responsibilities:

Upon receipt of approval, the Building Administrative Assistant **proceeds with field trip coordination**

- All field trip requests are to be sent via Info Finder to the Transportation Department (**First Student**) **Four (4) weeks** prior to the date of the trip & completed electronic bus request form.

Transportation Department Responsibilities:

- The Transportation Department will provide confirmation of bus request to the building administrative assistant, principal, attending staff (teachers) and Office of Student Services.

FIELD TRIP OUTLINE

Approval Request Timeline Prior to Date of Field Trip

4 - Weeks for ALL field trips

Date of Trip: _____	School: _____
Sponsor Name (s): _____	_____
_____	_____
Contact # _____	_____
Grade: _____	_____
Departure Time: _____	Return Time: _____
Total # of Students: _____	Total # of Adults: _____
Total # of Buses: _____	Special Needs: ____ Yes ____ No
Destination: _____	
Address: _____	
Phone #: _____ - _____ - _____	

Will a stop need to be made to eat at a park or restaurant? ____ Yes ____ No

Facility: _____

Address: _____

Activity Registration	Total Students	Per Student Cost	TOTAL Cost
Lunch Food Services			
Lunch Other Facility			
Lodging			
Other			
TOTALS			

Sponsor's Signature

Date

Principal's Signature

Date

Assistant Superintendent's Signature

Date

Attach supporting documentation of field trip request that includes vendor information, brochure, web site etc.

PROFESSIONAL DAY LEAVE | FIELD TRIP REQUEST LEAVE FORM

Approval Request Timeline Prior to Date of Field Trip

4 – Weeks for ALL Field trips

Name: _____ **Position:** _____
Building: _____

Field Trip Summary

Name of Field Trip: _____
 Organization: _____ District _____ Other _____
 Location: _____
 Time of Activity : _____ To: _____ Date(s) of Activity: _____

Funding Source for Field Trip <i>Registration fees, lodging, travel, food cost etc.</i>	Estimated Expenses
<input type="checkbox"/> Title I (Federal) <input type="checkbox"/> Title II A (Federal) <input type="checkbox"/> Safe Schools/Drug Free Grant Title IV (Federal) <input type="checkbox"/> School Improvement Funds (Federal) <input type="checkbox"/> Carl Perkins (High School) <input type="checkbox"/> A+ Grant (High School) Special Grant: _____ Other: _____ <input type="checkbox"/> Field Trip Activity Fund <input type="checkbox"/> N/A, no fees associated with this activity	\$ _____ Registration \$ _____ Substitute Cost \$94 full day, \$47 half day INDICATE ASSOCIATED EXPENSES WITH AN "X" <input type="checkbox"/> Bus/Van Rental <input type="checkbox"/> Hotel <input type="checkbox"/> Airfare <input type="checkbox"/> Meals \$ _____ Total Estimated Expenses

Substitute Request	Funding Source for Substitute
Yes: _____ No: _____ Grade Level: _____ Room #: _____ Full Day: _____ Half Day: _____ Date (s): _____ _____ Time: _____ To: _____ Requested Substitute Name: _____ Requested Substitutes Job #: _____	<p style="text-align: center; color: red;">\$94 full day, \$47 half day, 4-hour minimum</p> <input type="checkbox"/> Substitute Pay <input type="checkbox"/> Title I (Federal) <input type="checkbox"/> Title II A (Federal) <input type="checkbox"/> Safe Schools/Drug Free Grant Title IV (Federal) <input type="checkbox"/> School Improvement Funds (Federal) <input type="checkbox"/> Carl Perkins (High School) <input type="checkbox"/> A+ Grant (High School) Special Grant: _____ Other: _____

SIGNATURES

Sponsor's Signature	Date	Principal's Signature	Date
		Assistant Superintendent's Signature	Date

