

FIELD TRIP CHECKLIST

- _____ 1. Bus Request Form given to Sarah Murphy.
- _____ 2. List of students GOING and NOT submitted to Sarah Murphy.
- _____ 3. What is the plan for student(s) not going to Michelle Truman.
- _____ 4. Schools and teachers will be notified in advance of the trip (Sarah Murphy).
- _____ 5. Have an Emergency Medical Form for each student going (Sarah Murphy).
- _____ 6. Confirm all Permission slips are on file in Final Forms two weeks prior to trip (Sarah Murphy).
- _____ 7. Field trip form completed and approved by Mr. Clark two weeks prior to trip.
- _____ 8. Check with the Safety Director for overnight or all day parking placement.
- _____ 9. All field trip arrangements have been confirmed 24 hours before the trip.
- _____ 10. A student headcount should be taken on bus prior to leaving and returning to ensure no missing students.
- _____ 11. Students going on field trip by bus will return by bus, unless personally approved by Mr. Clark.
- _____ 12. Specific permission slips must be approved by Mr. Clark for any program. (student driving personal vehicle)
- _____ 13. All required Purchase Order Requisitions are attached.
- _____ 14. A list of the needed chaperones and chaperone names is attached.
- _____ 15. Overnight field trips requested 30 days in advance.
- _____ 16. Upon return, submit at least 2-3 photos of the field trip with brief caption of what is going on in the photo to
Mrs. Haubert for social media post

I have read and initialed each item on the Field Trip checklist.

Teacher Signature: _____ Date: _____

REQUEST FOR FIELD TRIP

TEACHER _____ TODAY'S DATE _____ SUBSTITUTE NEEDED? Y N

DATE OF TRIP _____ IS THIS AN OVERNIGHT FIELD TRIP? Y N

CLASS/CLASSES ATTENDING _____

HOW MANY FIELD TRIPS HAS THIS CLASS TAKEN THIS QUARTER? _____

PLACE OF VISIT _____

CONTACT PERSON AT COMPANY _____

ATTACH A CLASS ROSTER TO THIS FORM, INDICATING THOSE STUDENTS THAT WILL ATTEND.

THE TRIP INCLUDES: BREAKFAST LUNCH DINNER (CIRCLE MEALS PROVIDED)

IS A BUS NEEDED: Y N (Complete attached Bus Request if a bus is needed)

BUS PICK UP/DROP OFF TIMES: PICK UP: _____ DROP OFF: _____

IS THE BUS NEEDED DURING THE ENTIRE TRIP? Y N

SPECIFIC LEARNING OBJECTIVES TO BE ACCOMPLISHED:

PRE-TRIP ACTIVITIES RELATED TO THE LEARNING OBJECTIVES:

POST-TRIP ACTIVITIES THAT REINFORCE THE LEARNING OBJECTIVES:

TEACHER'S SIGNATURE _____

PRINCIPAL'S SIGNATURE _____

SUPERINTENDENT'S SIGNATURE _____

FIELD TRIP REQUESTS SHOULD BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO THE TRIP DATE.
OVERNIGHT FIELD TRIP REQUESTS SHOULD BE SUBMITTED AT LEAST 30 DAYS PRIOR TO THE TRIP DATE.
OVERNIGHT TRIPS MUST BE BOARD APPROVED
REQUISITIONS MUST BE ATTACHED.



FIELD TRIP FOR HALF DAY STUDENTS

Student's Name: _____ Grade: _____

Today's Date: _____

Student Instructions for Completion of this Form:

- Communicate to your instructors that you will miss their course for this field trip and get any assignments you need to complete.
- Have this form signed by your home school-school counselor and principal. **See notation below*
- Return this signed form to your PLCC program instructor.

I will be attending a field trip with Portage Lakes Career Center on the following date: _____

I understand that it is my responsibility to make up any tests, quizzes and assignments that I miss during my absence.

Student Signature

Date

Home School Signatures

Please sign below to acknowledge the student has spoken to you about the field trip and to support their participation in it.

Home School- School Counselor's Signature

Date

Home School- Principal's Signature

Date

If the home school feels strongly that this student should not participate in this field trip, the Home School Principal should communicate this to the PLCC Principal and make arrangements for the student to be at their home school during the entire school day on the date of the field trip.

PLCC supports our Home School's and understands that factors such as grades, attendance and behavior may impact a student's ability to participate in this field trip.

**PARENT PERMISSION FOR STUDENT TO
TRANSPORT HIM/HERSELF TO FIELD TRIP LOCATION**

I have reviewed the following information and consent child, _____,
to transport him/herself to the Portage Lakes Career Center Field / Competition Activity.

Purpose of the Trip _____

Teacher / Chaperone _____

Date(s) of the Trip _____

Time of the Trip _____

Driver of the Vehicle _____

Vehicle Description _____

Parent Signature

Date

PARENTAL CONSENT FOR TRANSPORTATION BY PRIVATE VEHICLE

The Parent/Guardian agrees that Portage Lakes Career Center is not liable for the student during transportation to and/or from the field trip experience if the student is transporting him/herself.

The parent/guardian will not hold the Career Center liable for any issues that arise during transportation to and/or from the field trip experience.

Purpose of the trip(s) _____

Date(s) of the trip(s) _____

Time of departure _____ Time of Return _____

Owner of the Vehicle _____

Driver of the vehicle _____ Vehicle Description _____

Amount of liability insurance on the vehicle \$ _____

If driven by a school employee, the school verifies that the driver has a valid driver's license, the vehicle is in proper operating condition, and a safety belt will be available for your child.

I have reviewed the following information and consent to my child driving him/herself or being transported by private vehicle for this purpose.

Parent/Guardian Signature Date

Student Signature Date

Instructor/Supervisor Signature Date

REQUEST FOR SCHOOL BUS

Please give to Sarah Murphy once you have decided on a Field Trip

Program/Instructor Requesting Bus _____ Date of Trip _____

Destination _____

(You will need to provide the bus driver with directions)

Bus Departure Time _____ Bus Return Time _____

Will the bus be needed at the destination for the entire trip time? _____

Total Number of Students and Staff to be Transported _____

(Typically one bus will hold 38 – 40)

Chaperones: _____

Principal's Approval _____

Superintendent's Approval _____

**** All requests for bus transportation must be approved by the superintendent prior to the date of the trip****