CHINO VALLEY UNIFIED SCHOOL DISTRICT

CHINO HIGH SCHOOL

FIELD TRIP REQUEST FORM

1. Three weeks prior to the trip, complete this form.
2. If it is an instructional field trip, it must have the signature of your Department Chairperson and the Principal.
3. If it is an extracurricular activity, it must have the signature of the Advisor, Activities Director, and the Principal. The transportation costs of these trips are to be paid for by the club/organization.
4. Overnight trips and/or trips of excessive distance (250 mi) require School Board approval. You should submit complete information required under “overnight trips” in time for the trip to be put on the School Board Agenda (at least 8 weeks prior to trip).
5. Complete a Transportation Request Form. These forms are available in the Activities Office. Mileage should be estimated on the top of the request. Transportation recommends telephoning in a reservation three (3) weeks in advance. All trips must be taken in approved transportation vehicles.
6. Completed Field Trip Requests with approval signatures, should be turned into the Activities Office three weeks prior to the trips. Your Transportation Request Form must be attached.
7. Have all students attending the trip complete a Parent Permission Field Trip Form. These forms are available in the Activities Office. The student cannot attend the trip if the instructor or advisor has not received the completed form prior to the trip.
8. In the event students will be missing classes, a final roster of all students attending the trip should be published for the faculty and put in their mail boxes at least five (5) days prior to the trip. It is essential that the Attendance Office and the Activities Office receive an updated copy of this roster just before you leave on the trip indicating exactly which students are leaving on the trip.

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| --- | --- | --- | --- | --- | --- |
| Date of Request | **6/27/2018** | Instructor/Advisor | **Norman** | Organization |  |
| Date of Field Trip |  | Departure Time |  | Return Time |  |
| Destination |  | Telephone # of Destination |  |
| Purpose |  |
| Chaperones |  |
| Type of Trip |  | Instructional | Type of Transportation |  | Walking |  | Automobile |
| (check one) |  | Activity |  |  | School Bus |  |  |

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|  |  | **APPROVED** |  |  |
| INSTRUCTIONAL TRIPS: | CLUB/ORGANIZATION ACTIVITY: |
| Approval: |  |  |  | Approval: |  |
|  | Department Chairperson |  |  |  | Group Advisor |
| Approval: |  |  |  | Approval: |  |
|  | S.I. Coordinator |  |  |  | Activity Director |
| (if funded by S.I. or Categorical funds) |  |  |  |  |
|  | Approval: |  |  |
|  |  | Principal |  |

Original to sponsor, Green to Principal, Canary to Activities

Pink to Attendance, Goldenrod to Nurse