

**PINELLAS COUNTY SCHOOLS
APPLICATION FOR FIELD TRIP NOT ON APPROVED LIST**

INSTRUCTIONS: Submit all copies of completed form to the appropriate Area Office. Upon approval, white copy will be returned to school.

SCHOOL		DATE	
FIELD TRIP DESTINATION (NAME AND LOCATION)			
DEPARTING DATE	DEPARTING TIME	__ A.M. RETURNING DATE	RETURNING TIME __ A.M.
		__ P.M.	__ P.M.
GRADE LEVELS INCLUDED	NUMBER OF STUDENTS	CHARGE PER STUDENT	NUMBER OF ADULT CHAPERONES TYPE OF TRANSPORTATION
PERSON(S) SUPERVISING TRIP (MUST BE CERTIFICATED SCHOOL BOARD EMPLOYEE)			
PURPOSE OF TRIP-MUST BE AN OUTGROWTH OF INSTRUCTIONAL PROGRAM AND ADD SUPPORT AND ENRICHMENT			
IF PAYING A SINGLE VENDOR (TRAVEL AGENT) \$50,000 OR MORE, PLEASE LIST NAME OF VENDOR			
LIST ALL CHAPERONES NOT EMPLOYED BY PINELLAS COUNTY SCHOOLS. EACH OF THESE CHAPERONES MUST BE REGISTERED IN THE ONLINE VOLUNTEER SYSTEM AS AN APPROVED VOLUNTEER AND LEVEL II SCREENED (IF APPLICABLE) PRIOR TO THE DATE OF THIS FIELD TRIP FORM BEING SUBMITTED FOR APPROVAL.			
1.		4.	
2.		5.	
3.		6.	
SIGNATURE OF PRINCIPAL		DATE	

FOR AREA OFFICE USE ONLY	
<input type="checkbox"/> LOG OUT AT INDIVIDUAL SCHOOL	<input type="checkbox"/> PARENT PERMISSION SLIPS ON FILE
<input type="checkbox"/> SUBMIT TDE FORM	<input type="checkbox"/> ITINERARY TO STUDENTS/PARENTS
<input type="checkbox"/> STUDENTS MAY NOT DRIVE OUT-OF-COUNTY	<input type="checkbox"/> NO RECREATIONAL SWIMMING
<input type="checkbox"/> MALE AND FEMALE CHAPERONES IF STUDENTS ARE MALE AND FEMALE	<input type="checkbox"/> NO 10-15 PASSENGER VANS
<input type="checkbox"/> NO STUDENT WILL BE DENIED DUE TO LACK OF FUNDS	<input type="checkbox"/> BOAT/MARINE ACTIVITY INFORMED CONSENT
<input type="checkbox"/> REQUIRES SCHOOL BOARD APPROVAL	<input type="checkbox"/> ALL MONEY FOR THIS TRIP MUST GO THROUGH THE SCHOOL'S BOOKS
____ AREA OFFICE SIGNATURE	____ DATE
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	

FIELD TRIPS

Schools have been provided with a list of approved field trips. Field trips to places not on the approved list must have special approval. See form on reverse side of page.

GUIDELINES

1. Field trips should be an outgrowth of the instructional program and add support and enrichment to the program.
2. Field trips not on the approved list shall have permission secured *prior* to the teacher's making plans with students and parents.
3. Field trip check list.
 - a. Approval of the principal including verification of volunteer status and Level II screening.
 - b. Parent permission forms.
 - c. Itinerary for extended trip (time leaving, stops for meals/lodging, time returning, etc.)
 - d. If transported by private vehicles, vehicles must meet the Private Vehicle Guidelines on pages 11 and 13 of Risk Management's Field Trips, Sporting Trips and School Activities Guide.
 - e. If trip not on approved list, request should be made on application form.
4. School Board Policy 6320 states: School Board approval is required for any single purchase of \$50,000 or more to a single vendor and shall be processed through the appropriate area superintendent.
5. Consideration should be given to the age of the child when planning a trip, considering miles to be traveled and the number of hours to be gone.
6. No registered student may be excluded from any approved field trip because of lack of funds. Each school is to plan for all students to be included in any and all approved field trips. **MONIES COLLECTED FOR FIELD TRIPS MUST BE PROCESSED THROUGH THE INTERNAL FUNDS BY PRESCRIBED ACCOUNTING PROCEDURES.**
7. On a day-long or longer trip, a written itinerary should be provided to each student and parent. On extended trips, parent permission forms should contain a statement signed by the parent, authorizing doctor and/or hospital to treat student in case of illness or accident.
8. Chaperone ratio should be one for each ten students unless the trip is such that it is deemed by the principal or Area Superintendent that more chaperones should be provided.
9. Field trips should be made by bus if at all possible. If large numbers of students are being moved, buses are definitely necessary. In the event private cars are used, they should not go in caravans of more than *three* (3) cars for safety purposes.
10. Field trips to beaches or large bodies of water should be an activity that is tied to the instructional program and not recreational. Special care should be given in regard to safety on this type of trip.
11. Personnel going on field trips must log out at the school or submit Temporary Duty Elsewhere form (PCS Form 3-650) if payment of substitute teachers is involved.
12. School Board Policy shall be followed in regard to bands, musical groups, and athletic teams.
13. Evening field trips prior to a school day should have the students back to the school at a reasonable time.