

FIELD TRIP GUIDELINES

Make sure you plan your field trip at least 2-3 weeks before taking the trip and input this information in the google doc (under 'Field Trip Information'). If you are planning a fieldtrip in May and June, please allow an extra couple of weeks because of the tighter availability of buses.

Please complete the permission slips for your class (which teachers will distribute) and the bus order form, which goes to me. I will then order the bus(es) and send out an email to all staff when the buses are confirmed. Be sure the price you charge covers all costs, including staff entrance fees.

I also need plenty of notice to pay the invoice for the field trip. Give me a copy of the invoice at least 2 weeks prior to the due date. Be sure to update your numbers in plenty of time so that we are not paying for spaces we will not use. I will send payment directly to the vendor. If you take payment with you on the field trip, please get a receipt from them which shows that full payment was made.

Teachers are responsible for collecting the total amount from the class (students and chaperones). All money (sorted and counted) and the accounting sheet must be turned in to me two days before the trip. If a whole grade level is going on a field trip together, the money needs to be counted, the form completed and money returned as a grade level. For each homeroom, please include a roster with names checked off of who has paid.

If you have questions regarding the procedure please do not hesitate to ask the office.