

**CLACKAMAS HIGH SCHOOL
FIELD TRIP REQUEST**

INSTRUCTIONS:

1. Initial permission must be granted by the unit principal prior to making any travel arrangements, collecting funds or depositing money.
2. Every effort must be made to limit the amount of classroom instruction students will miss. A rationale must be included with application.
3. **The designated principal must approve ALL travel.** This includes trips made every year. You may not schedule any transportation until your Field Trip has been approved by the designated principal (**Vicki Nelms**)
4. No student may be denied the opportunity to participate in a field trip due to lack of personal funds.
5. All Field Trips require adult (21 or over) chaperones at the ratio of 1:25 (Day Field Trips).
 - Parent chaperones need to complete a volunteer application form including a criminal history verification form.
 - Nonparents need to complete a volunteer application form, reference checks and a criminal history verification form.
 - **Shanna Stoelk** provides these forms.
 - Applications can only be sent to the District Office on Wednesdays and generally take two weeks to process. Please plan appropriately.
 - Other than the trip leader, district employees cannot serve as chaperones without permission of their immediate supervisor.
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6. Class lists including lunches and SSC classes must accompany your request.

All parts of the application must be completed and submitted to **Tami Holen** at least **four weeks prior to the trip.**

Please print your name and sign below:

I have read and agree to comply with all Field Trip guidelines and instructions.

Printed Name: _____

Signature: _____

FIELD TRIP REQUEST FORM

Application Date: _____ **Date of Trip:** _____

Teacher/Advisor Requesting: _____

Class/Group: _____

Purpose of Trip: _____

Destination: _____

Type of Transportation: District Bus Parent/Student Teacher

Departure Time: _____ Return Time: _____

Day 1 Day 2 Period(s) _____ through _____

Number of Students: _____ Number of Chaperones: _____

Names of Chaperones:

1. _____ Verified by _____

2. _____ Verified by _____

3. _____ Verified by _____

4. _____ Verified by _____

5. _____ Verified by _____

Principal's Approval Yes No **Signature:** _____

FIELD TRIP TRANSPORTATION REQUEST

DATE OF FIELD TRIP _____

PERSON REQUESTING (Please Print): _____

SCHOOL: _____

ACTIVITY/GROUP/GRADE _____

LOAD TIME: _____

REPORTING LOCATION: (Home School) _____

DEPARTURE TIME FROM HOME SCHOOL: _____

DESTINATION: _____

DISCHARGE LOCATION, TRIP SITE: _____

NUMBER OF RIDERS INCLUDING ADULTS: _____

TYPE OF TRIP: _____

DEPARTURE TIME FROM TRIP SITE: _____

LOAD TIME: _____

PICK UP LOCATION: _____

PERSON REQUESTING (Please Print): _____

BILL TO ACCOUNT NUMBER: _____

REMARKS: _____

APPROVED YES () NO ()

NOTE: PHONE PERMISSION IS NOT ACCEPTABLE. FORM SIGNED AND RETURNED TO TEACHER WILL ALLOW STUDENT TO PARTICIPATE.

TRANSPORTATION TO OFF-CAMPUS EVENTS

By signing this form and marking the appropriate boxes below, permission is given for the above student to travel to and from off-campus events that take place within a 50-mile radius of the high school where District transportation is not provided.

Mark all that apply:

Parent will provide transportation Yes No

Other Transportation:

Student driving private vehicle without passengers Yes No

Student driving private vehicle with other student passengers Yes No

Student riding as a passenger in a private vehicle operated by another parent Yes No

Student riding as a passenger in a private vehicle operated by another student Yes No

Student riding as a passenger in a private vehicle operated by a teacher Yes No

(In all cases, the driver must carry the minimum liability protection required by Oregon law. I understand that marking all responses "No," my son or daughter will not be transported to those events where District transportation is not provided.)

North Clackamas School District provides no medical or liability insurance applicable to these activities. Any accidents, injuries, or medical problems would strictly be the responsibility of the student and his or her parents or guardians. Students under 18 years of age require signatures of parents or guardians. Students over 18 years of age may sign this form with full understanding that they are considered by law to be responsible adults.

MY STUDENT AND I HAVE CAREFULLY READ THE INFORMATION ON BOTH SIDES OF THIS FORM AND COMMIT OURSELVES TO THIS AGREEMENT

Date	Signature of parent/guardian	Date	Student Signature
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I am available to Chaperone this Field Trip/Event: Yes No

If yes, please provide daytime contact information: _____
