

## 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 the 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.
  - Non-parents need to complete a volunteer application form, reference checks, and a criminal history verification form.
  - **Beth Ruhl** provides these forms.
  - Other than the trip leader, district employees cannot serve as chaperones without the permission of their immediate supervisor.
  - Please submit at least one month prior to the trip if transportation is needed.
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** (**holent@nclack.k12.or.us**) 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:\_\_\_\_\_ Cell Number:\_\_\_\_\_

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 \_\_\_\_\_ CELL PHONE OF REQUESTER \_\_\_\_\_

PERSON REQUESTING (Please Print): \_\_\_\_\_

SCHOOL: \_\_\_\_\_

ACTIVITY/GROUP/GRADE \_\_\_\_\_

LOAD TIME: \_\_\_\_\_ DO YOU WANT THE BUS TO STAY THE WHOLE 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 a 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

**I am available to Chaperone this Field Trip/Event:**  Yes  No

If yes, please provide daytime contact information: