



CORVALLIS SCHOOL DISTRICT 509J
Extended Field Trip Request Form

Governing Policy

1. All field trips will have prior approval of the local school principal. This approval will be based in part on curricular consistency, adequacy of pre-planning, and financial feasibility. If students will be required to pay for any part of their trip, provisions will be made to ensure that no child will be denied participation due to financial hardship.
2. Applications for field trips of more than 48 hours duration should be submitted to the Assistant Superintendent's office 30 days prior to the trip.
3. Applications for field trips in duration of less than 48 hours should be submitted to the Assistant Superintendent's office 14 days prior to the trip.

School _____ Dates of trip from departure through return to Corvallis _____

Class/Group _____ **Teacher/509J Designee traveling** _____ departure _____ return _____

Destination _____ Destination Phone # _____

Educational Purpose of Trip _____

_____ Cell Phone # _____

Number of Students _____ Number of Chaperones: Parents [] Non-school related [] Teachers []

Method of Transportation: Private Car School Bus School Van Other, please explain _____

If by **School Van** or **Private Car**, a list of driver(s) and students must be on file in school office **PRIOR** to departure.

✓ **Please attach a complete itinerary, including overnight accommodations and a detailed budget (list total funds needed and items of anticipated expense).**

Cost to be borne by:

District _____ Student Expense _____

Fund Raiser _____ Student Activity Account _____

Specify how provisions will be made for students who cannot afford personal or other costs of participation:

PRIOR TO DEPARTURE:

Parent Permission form for each student must be completed

Permission for Use of Private Vehicle for each driver must be on file in office

Volunteer Background Check Application must be completed for each adult

School Van or Private Car Driver/Student List must be on file in school office

Principal Signature _____

Date _____

Assistant Superintendent Signature _____

Date _____

At least one staff member with a current first aid card will accompany the field trip. This requirement may increase based on the number of students participating (one trained staff member/sixty students).

White: Instructional Services Yellow: Building (after approval) Pink: Teacher

