

Field Trip Request Form

(Overnight / Out-of-Town or State)

CONSENT ITEM

WHAT:

The Governing Board is asked to approve the following Field Trip:

Cheer trip to Las Vegas

WHY (briefly explain why approval is important; and, if applicable, how it is connected to the Site, District or Strategic Plan):

This will be a great experience for our student athletes

HISTORY:

☐

Annual Trip

☒

First Year Attending

☐

Other: _____

HOW MUCH:

\$3,500 - flight tickets

\$3,600 hotel

\$1,425 competition fee

Name: Lisa Reeves

Dates of Trip: March 10-14

Destination: Las Vegas, NV

Club/Organization: Cheer

What means of transportation: Rental Vans/Parents

Number of students participating: 20

Briefly describe the details of the trip (chaperone, lodging, etc.):

Cheer will be going to a tournament in Las Vegas, NV. They will be flying and will be chaperoned by coaches and parents. The team will be staying in a motel for the night(s) of the tournament.

Eureka City Schools
School-Sponsored Student/s Overnight Trip Checklist

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
11/16/21	Principal establishes a process for approving a staff member's request to conduct a school-sponsored trip.	EG	JJ
11/16/21	Staff shall consider: <ul style="list-style-type: none"> • Student safety; • Objectives of instruction; • Most effective use of instructional time; • Distance from school; • District and student expense; • Transportation requirements; • Supervision requirements. 	EG	JJ
11/16/21	Staff affirm that no student will be excluded from participation because of lack of sufficient funds (total cost per student and funding sources must be included).	EG	JJ
11/16/21	Staff notified parents and students that students are under jurisdiction of the district and subject to district and school rules and regulations.	EG	JJ
11/16/21	Staff hold parent information meeting for staff, chaperones, parents/guardians and students to discuss safety and importance of safety-related rules.	EG	JJ
11/16/21	Staff ensures adequate supervision reviewed by site administrator (adults/students ratio). List of chaperones must be provided to District Office, including designating if employee or parent/guardian. If a non-staff chaperone, chaperone must have been cleared through the District's volunteer process.	EG	JJ
11/16/21	During travel, staff will have school's first aid kit in his/her possession or immediately available.	EG	JJ

Date Completed (dd/mm/yy)	Requests for Out-of-State, Out-of-Country or Overnight Travel Must Be Board Approved Prior to Travel	Teacher/ Staff (initial)	Site Principal (initial)
11/16/21	Staff obtains parent permission. If trip also involves water activities, specific permission for water activities must be obtained. If students will be in water, including motel pools, there must be a lifeguard at all times the students are in the water. Lifeguard can be a chaperone if they have the certification or one obtained through a local agency and the person has passed the agency requirements. Trip must not include activities identified as "hazardous" by our local JPA which includes but is not limited to rock climbing (walls) and/or zip lines.	EG	JJ
11/16/21	Transportation information must include how and who is transporting students. If by chartered bus, Director of Transportation must be notified.	EG	JJ
11/16/21	Parent permission letter for travel out-of-country obtained for each student (District Letter form letter).	N/A	N/A
11/16/21	Forms JPA 1 signed and on file at the school prior to departing on out-of-country school sponsored activity.	EG	JJ
11/16/21	Staff complete checklist form including requested information, and Board "Field Trip Request Form" and submit to Superintendent's Assistant a minimum of 10 days prior to the Board meeting in which approval is being requested. (Board meeting dates can be obtained by calling the Superintendent's Assistant or looking on the ECS website.)	EG	JJ
11/16/21	District shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion.	EG	JJ
11/16/21	Students must have travel insurance for travel out of lower 48 states.	N/A	N/A
11/16/21	Staff, students and parents have been notified that the District may cancel or postpone student travel at any time if the State Department/Homeland Security or Federal Government indicates such travel presents unreasonable risk.	EG	JJ

APPROVED:

Site Principal: Jennifer Johnson

Date: 11/16/21

Teacher/Staff: Eric Giacone

Date: 11/16/21

Director of Personnel: _____

Date: _____

Field Trip Request Form

(Overnight / Out-of-Town or State)

CONSENT ITEM

WHAT:

The Governing Board is asked to approve the following Field Trip:

Cheer trip to Petaluma

WHY (briefly explain why approval is important; and, if applicable, how it is connected to the Site, District or Strategic Plan):

This will be a great experience for our student athletes

HISTORY:

- ☐ Annual Trip
- ☒ First Year Attending
- ☐ Other: _____

HOW MUCH:

\$1400 - rental vans
\$700 - fuel
\$2,500 hotel
\$850 competition fee

Name: Lisa Reeves

Dates of Trip: January 14-15

Destination: Petaluma, CA

Club/Organization: Cheer

What means of transportation: Rental Vans/Parents

Number of students participating: 20

Briefly describe the details of the trip (chaperone, lodging, etc.):

Cheer will be going to a tournament in Petaluma, CA. They will be driven and chaperoned by coaches and parents. The team will be staying in a motel for the night(s) of the tournament.

Eureka City Schools
School-Sponsored Student/s Overnight Trip Checklist

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