

Field Trip/Activity Request and Planning Packet continued

ACTIVITY OR FIELD TRIP	SCHOOL NUMBER
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CHAPERONES

All groups going on field trips are required to have sufficient chaperones to ensure each student's safety and to meet the student's personal health and security needs. All chaperones must have a completed and approved *School Volunteer On-Line Application* on record at the school prior to the event (see the School Volunteer Coordinator). Provide a description of circumstances or times that the students will NOT be supervised by school staff or parents although adult supervisors will be present. (EXAMPLE: *When students are on the rides at Disney World they will be treated and will be subject to the same level of supervision by the Disney World staff as any other visitor.*) If this request is approved provide a list of all chaperones and their telephone numbers to the principal. Chaperones should be advised that they have the authority to direct students to stop any activity the chaperone deems unsafe or unreasonable. If students refuse to discontinue the activity, the chaperone should report the incident to the teacher/administrator immediately.

Provide an estimate of the following:

Number of chaperones:	Male _____	Female _____	TOTAL	_____
Number of student participating:	Male _____	Female _____	TOTAL	_____
Number of student not participating:	Male _____	Female _____	TOTAL	_____

TRANSPORTATION

Each person transporting the students in a private vehicle must show proof of current automobile liability insurance to the school supervisor and upon request to the parents/guardians of the student traveling in the vehicle. Volunteer drivers are required to carry minimum insurance requirements as specified by FL Statute 627.736. All volunteer drivers must have a completed and approved *School Volunteer On-Line Application* on record at the school prior to the event (see the School Volunteer Coordinator). The school must obtain a copy of each driver's auto insurance card and license before the event.

Method of transportation _____

If applicable, provide number of vehicles required: Cars/vans _____ Buses _____ Other transportation _____

OTHER CONSIDERATIONS

Indicate the number of other staff that may be required:

Custodian(s) _____	Substitute teacher(s) _____
School Police _____	Other _____ (specify) _____

If the following items are required describe the items and indicate who will provide them:

Equipment	_____
Clean up	_____
Meals/snacks	_____

MANDATORY SIGNATURES

SIGNATURE OF PERSON COMPLETING FORM DATE

PRINT NAME PX

Principal approval is required for ALL field trips/activities. Send a copy of all out-of-county field trip requests to the Area office.

SIGNATURE OF PRINCIPAL DATE

OUT-OF-COUNTY, OUT-OF-STATE OR OUT-OF-COUNTRY APPROVALS

Area Superintendent approval is required for trips other than within the county. The Chief Academic Officer must approve trips outside the state. Trips outside the continental United States require School Board approval.

SIGNATURE OF AREA SUPERINTENDENT DATE
(required for out-of-county)

SIGNATURE OF CHIEF LEARNING OFFICER DATE
(required for out-of-state)

SIGNATURE OF SUPERINTENDENT OR BOARD CHAIR (required for out-of-county) DATE