

FIELD TRIP TRAINING

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PROCEDURES/POLICY

- Field Trip Procedures Manual
 - Bus Evaluation Form
 - Permission Slip
 - Pool Regulations Form
 - Staff Incident Report
 - Bus Incident Report to Parents
- NBOE Field Trip Policy Code 6153
- NBOE Conduct/Discipline Code 5131
- User's Manual for Field Trips



FORMS

- FIELD TRIP DOCUMENTS:
 - Field Trip Check Off List
 - Field Trip Request Form
 - Field Trip Rationale Form
 - Bus Transportation Form
 - Breakdown of Room Assignments
 - List of Employees/Chaperones/Students



HOW TO CREATE FIELD TRIP REQUISITIONS

OVERNIGHT FIELD TRIPS

- No field trip will be approved out of the country.
- Must include cost for students' meals or proof of fundraising activity for food.
- Essex Travel Agency can be used to book air, hotel and train accommodations (fee will apply)
- Hotel Pool and/or Water permission slips are to be signed by the parent /guardian BEFORE the approval of the field trip.
- Need itinerary for each date which includes meal locations.
- Invoices, registration forms, or invitations are to be submitted for each location the students will be visiting.
- Additional adults may be requested to attend according to location, size of group and grade of students.
- All overnight field trips are subject to approval by the General Counsel's Office (Legal).



ACCOUNT NUMBERS TO USE

- For **field trip** line, regardless of cost, use object code 800.
- For **bus** line, regardless of cost, use object code 512/516

REQUEST FOR “NO COST” BUSING

Pupil Transportation Buses:

- Not guaranteed for date and time
- Must be requested in advance.
- Attach the confirmed bus email to the field trip requisition.
- To apply, please use the link below.

<https://forms.gle/d8RkEijUZxnYMnCJA>



QUESTIONS

