

**APPENDIX A**  
 ISD 271 Bloomington, Minnesota  
**SINGLE-DAY FIELD TRIP APPLICATION**

An **ENRICHMENT** field trip is taken during one school day, is voluntary for students and enriches a course of study. Financial contributions from students may be requested. Approval: Principal.

An **INSTRUCTIONAL** field trip is taken during one school day, requires student participation and relates directly to a course of study. Fees cannot be assessed against students. Approval: Principal.

A **SUPPLEMENTARY** field trip usually takes place outside one regular school day, is voluntary for students, and may include outside activities/programs, clubs, community education and other special interest activities. Financial contributions from students may be requested. Approval: Activities Director, Program Advisor, Principal, and School Board.

School \_\_\_\_\_

Group/Class \_\_\_\_\_ Number of students \_\_\_\_\_

Teacher(s)/Advisor(s) submitting request \_\_\_\_\_

Destination \_\_\_\_\_

Address \_\_\_\_\_ Miles round trip \_\_\_\_\_

Educational Goal or Objective \_\_\_\_\_

Alternative activity for non-participating students \_\_\_\_\_

### TIME

Date of Trip \_\_\_\_\_ Depart Time \_\_\_\_\_ Return \_\_\_\_\_

### HEALTH & SAFETY

How many school personnel will accompany group? \_\_\_\_\_

How many non-school adult chaperones will accompany group? \_\_\_\_\_

Have reasonable accommodations been made for students with disabilities? \_\_\_\_\_

### TRANSPORTATION: Attach request if using district transportation.

School buses and/or 7 or 8 person vans \_\_\_\_\_ N/A \_\_\_\_\_

\_\_\_\_\_ Public Transportation \_\_\_\_\_ Contracted Transportation: \_\_\_\_\_  
 (Name of Service; attach contract)

### COST

Cost per student \_\_\_\_\_ Source of funds \_\_\_\_\_

### CHECKLIST FOR PLANNING SINGLE-DAY FILED TRIPS

- Obtain parent/guardian authorization
- Plan to provide an adequate number of volunteer adult chaperones, appropriate to the age level and needs of the students.
- Be aware that school policies pertaining to student behavior are enforced during field trips.
- Communicate with school personnel who may be affected by student absences:
  - Specialist
  - Health associate
  - Lunchroom personnel
  - Other classroom teachers
- Consult Policy/Regulation 610 for detailed guidelines for field trips

### APPROVAL

Activities Director (if required) \_\_\_\_\_ Date \_\_\_\_\_

Program Advisor (if required) \_\_\_\_\_ Date \_\_\_\_\_

School Principal \_\_\_\_\_ Date \_\_\_\_\_

Assistant Principal \_\_\_\_\_ Date \_\_\_\_\_

School Board \_\_\_\_\_ Date \_\_\_\_\_

**Distribution:** Original to Principal, signed copies to teacher(s)/advisor(s) submitting application, office copy

**610-SD 05/11**