

Check one of the following:	
<input type="checkbox"/>	Day Field Trip Less than 100 miles, Principal Approval (<i>submit two weeks in advance</i>)
<input type="checkbox"/>	Day Field Trip More than 100 miles, Assistant Superintendent of Curriculum and Instruction K-6 or 7-12 Approval (<i>submit two weeks in advance</i>)
<input type="checkbox"/>	Extended (overnight) Field Trip, Assistant Superintendent of Curriculum and Instruction K-6 or 7-12 Approval (Policy 6153 and 6153.1) (<i>submit 50 days in advance</i>)

Dangerous Activity	Yes	No
Does this trip involve a Dangerous Activity, as defined in Administrative Regulation 6153?		
*If yes, the Associate Superintendent of Business Services approval is required in addition to the preceding approvals. (<i>Submit 50 days in advance</i>)		

Site Submitting Request:		Date Submitted:		Date(s) of Proposed Trip:	
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Name of Sponsoring Group:	
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Destination:	
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Reason for Trip:	
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Will a substitute(s) be necessary?		If so, how will this be financed?
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If you are not calling a substitute, how will your classes be covered?

Method of transportation:	
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Site departure time:		Arrival time at event:	
Departure time from event:		Arrival time home:	

Permission slips: (Check one)	Yes	No	Number of students: <i>Student/Chaperone Ratio: <u>Day trips 13:1</u> <u>Overnight trips 9:1</u></i>
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Chaperones:	

Approved Signatures: 1-3, All Field Trips (Do not need to send to Assistant Superintendent for Day trips less than 100 miles); 4, More than 100 miles or overnight; *Involves a Dangerous Activity as defined in Administrative Regulation 6153 and 6153.1

1. Sponsor (PLEASE PRINT NAME):	Date:
2. Vice Principal:	Date:
3. Principal:	Date:
4. Assistant Superintendent of Curriculum & Instruction, K-6 or 7-12:	Date:
*Dangerous Activity: Assoc. Supt./Business:	Date:

***No swimming or similar water activities are permitted. Chaperones must supervise at all times.**

EXTENDED FIELD TRIP CRITERIA (Board Policy 6153.1)

What are the educational benefits of the proposed trip?

Is there an equivalent opportunity available closer to Santa Rosa?

It is understood that no grade or extra credit will be given for participation or non-participation.

Will there be loss of class time?	Yes	No	If so, how much?
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Is there any other loss of class time for this group within three weeks of this proposed trip (before or after)?	Yes	No
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If yes, please explain:

When was the last extended field trip taken by this performing group?

To what location?

What is the approximate cost per student?	
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How is the cost funded?	
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If fundraising is necessary, have the activities been approved?

(If not, a request for fundraising should accompany this request)

If funds must be raised, will each student have a reasonable opportunity to raise sufficient funds to subsidize the trip?	Yes	No
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If no, please explain:

*Relates to Board Policy 6153.1

***No swimming or similar water activities are permitted. Chaperones must supervise at all times.**