

Bolinas-Stinson Union School District - Extended Field Trip Proposal / Request Form

**Please request field trip approval at least three months prior to trip.
All requests must be approved by the Board of Trustees**

Board Approved on: _____

Fieldtrip Title/Organization/Location: _____

Contact name: _____ Phone: _____

Date(s): _____

Departure from School: _____ Return to School: _____

Grade Levels: _____ Total # of students: _____

Check Pertinent Points:

Overnight Trip of _____ Nights: _____ Out-of-State Trip: _____yes _____no

Content Area(s):

Check all that apply

____ Language Arts ____ Math ____ Physical Education
____ History-Social Science ____ Science ____ Other: _____

Activities:

List the various activities students will participate in to reach these standards. _____

Teacher in Charge: _____

Other Adults on this Trip: _____

Level of Parent support and nature/number of informational meetings held (3 minimum)

Date of meeting (1) _____ (2) _____ (3) _____ (other) _____

Transportation:

- ____ The school bus is requested for this trip
- ____ We will be traveling by private car. Field trips by private car require a seat belt for each student
- ____ All drivers on this trip have completed a driver/car insurance form and attached copies of their proof of insurance and driver's license to the form and this information is on file in the school/district office.
- ____ Parents have been/will be notified of this field trip
- ____ Other District staff have been notified about this requested field trip to minimize scheduling conflicts (e.g. STAR Testing, Track & Field, Art Show).
- ____ Upon approval of the above requested field trip. I will note the field trip on the office calendar and Bolinas Campus office sign-in book.
- ____ I have read and will abide by the Board Policy pertaining to field trips

FUNDING REQUESTED:

Necessary Costs: _____ District Funded
Convenient Costs: _____ Parent/Community Funded

Submitted to the Board of Trustees for approval on: _____ Board approved overnight stipend: _____ yes _____no

Teacher/date Superintendent/date Principal/date Bus Driver (if applicable)/date

cc: All Staff Distributed on: Added to Calendar Added to Sign-in Book Added to Webpage