



EXTENDED FIELD TRIP APPLICATION

☐ ATH ☐ WHS ☐ BRIDGES ☐ DO ☐ FP ☐ VA ☐ WC ☐ CLC
☐ ASC ☐ OTHER ☐ SUCCESS ☐ HE ☐ LN ☐ NM ☐ WA

Date of Application: _____

Submit 20 Working Days in advance of trip.

Athletic Travel:
Only submit for Overnight or Out of State travel.

Reason for application: check all that apply

Utilize the check list on page 3 to ensure that this request is complete. Attach permission slip and Vehicle Request

____ Exceeds Distance Limits (Elementary - 50 miles, Secondary - 100 miles) _____ Overnight
____ During Weekend/ Holiday/Vacation _____ Out of State
____ Leaving Before (8 am) or After Regular School Hours (4 pm)

Destination: _____

Address: _____

City, State, Zip: _____

Name of Trip Sponsor: _____		Position: _____	
Date(s) of Trip: _____		Student Group/Description: _____	
Grade Level: _____		Number of Students: _____ Male Female	
Will any student participating need medication?	Yes	If yes, name of student (s) _____	
	No	& Delegated Caregiver (s) _____ Delegated Caregiver must be trained in medication administration.	
Name of Designated First Aid Provider(s) on this trip: _____			

Number of Adult Chaperones: _____ Chaperones that are not district employees, must be approved Volunteers.
Male Female

Names of Chaperones: _____

Type of Vehicle Request: Van Car Bus

Van/Car drivers must be on the Districts Approved Drivers' list.

Driver's Name(s): _____

Note: See page 2 for trip information and criteria.
Attach the Vehicle Transportation Request Form to this request.
Safety and Operations will process after review of all documentation.

Budget: _____

Source of Funds: _____

EXTENDED FIELD TRIP INFORMATION AND CRITERIA

The following information must be included below and/or on an attached page(s).

Initial that you have completed each area.

Purpose of Trip:

_____ **List Chaperones by Name and Position** (i.e., teacher, parent, etc.)

- Approximately 10:1 or better ratio of same gender as students.

_____ **Budget and Source of Funds** (i.e., District, fundraising, participants)

- Sufficient funds available and approved in advance.
- Ability to pay a factor only for voluntary trips outside of school time.

_____ **Trip Schedule and Supervision Plan**

- Detailed schedule listing departure/arrival from and to Woodburn.
- Provision for effective supervision at all activities and night “bed checks”.
- Student rules for “free” or unstructured time.

_____ **Transportation and Accommodations**

- Vehicle Transportation Request Form **(include with application)**
- Cost effective.
- Safe and reliable.
- Provision made for gender separate sleeping arrangements with supervision.

_____ **Permission Form and Trip Information Provided to Parents (attach copy)**

- Information provided prior to fundraising or parent financial contribution.
- Clear and specific explanation of trip purpose, activities, schedule, cost.
- Clear and specific disclaimers and consequences for misconduct.
- Provision for accurate emergency and parent contact information.
- Assurance that written parent permission will be received for each participant prior to departure.

_____ **Other Considerations**

- Submit Extended Field Trip Applications **20 working days** in advance of trip.
- Any Vehicle Transportation Request for a bus departing before 8:00 AM or not returning by 2:00 PM needs to be turned in to the District Office **20 working days** in advance of trip.
- All bus requests are dependent on the availability of buses.
- Confirm trip destination arrangements only after you have received notice of bus availability.

Attach additional pages as needed and submit all information to the Director of Safety and Operations 20 working days in advance of the trip.

Supervision Plan and Trip Schedule (Detailed agenda with times):

Please click here to view our [WSD Safety Expectations](#). I have read and understand the WSD Safety Expectations.

Trip Sponsor Signature

Date

Administrator Signature

Date

District Office Only

Date Received: _____

_____ **Approved**

_____ **Not Approved**

Comments:

Director of Safety and Operations

Date

Field trips requiring an overnight stay or out of state travel must have prior superintendent approval.

Superintendent Signature

Date