



**2016- 2017 CENTRAL UNIFIED SCHOOL DISTRICT
REQUEST FOR OVERNIGHT FIELD TRIP AND DAY TRIPS MORE THAN 150 MILES**
(To allow for processing, field trips must be submitted 60 days prior to scheduled trip)

Destination: _____ School/Organization: _____

Dates/Times: Lv: _____ a.m. ☐ p.m. ☐ Ret: _____ a.m. ☐ p.m. ☐ School Day: yes ☐ no ☐
Day (00/00/00) Day (00/00/00)

Purpose of trip _____
Brief Itinerary: _____

Name of Requestor

Date

If male and female students are attending, male and female chaperones must also attend in the ratio of 1 to 10 for overnight and day trips (BP 6153 School Sponsored Trips). Chaperones must be age 21 or older (AR 6153 School Sponsored Trips)

Number of female students attending: _____
Number of female chaperones attending (1:10) _____

Number of male students attending: _____
Number of male chaperones attending (1:10): _____

Names of Female Chaperones

Teacher/Parent/Other
* *If "other" please specify.

Names of Male Chaperones

Teacher/Parent/Other*
* *If "other" please specify.

For additional chaperones – continue on second page

Type of transportation (District bus, District van, private auto**, charter bus, etc): _____

****If private auto, proof of insurance must be filed with District Business Office**

A request for transportation MUST be sent to the Transportation Department including the use of charter transportation.

If sack lunches are to be prepared, a request for food services should be sent to the Food Service Department.

Name of funding source: _____ Cost to District: \$ _____ Cost per student: \$ _____

All overnight field trips and day trips of more than 150 miles must be approved by your Principal prior to submission to the Board for approval. Principal's approval is acknowledged by e-mailing this form to Marsha Gober (mgober@centralusd.k12.ca.us) in the Educational Services Department. Note: Adobe Read/Write is required to use this form; if you do not have access to Adobe, please contact your site secretary.

FOR DISTRICT OFFICE USE ONLY

- ☐ Fingerprint clearance for chaperones confirmed (full screening required for overnight trips)
☐ Megan's Law clearance chaperones confirmed (required for day trips)
☐ Not Applicable – Chaperones are Central Unified School District Staff

Paul Birrell, Director, 7-12 & Adult Education

Date

CUSD BOARD ACTION

Your field trip request has been: ☐ APPROVED ☐ DENIED

Ketti Davis, Assistant Superintendent, Professional Development

Date

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ADDITIONAL CHAPERONES

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Names of Female Chaperones

Teacher/Parent/Other*
*If "other", please specify.

Names of Male Chaperones

Teacher/Parent/Other*
*If "other", please specify.
