

SCHOOL-SPONSORED TRIPS**One-day field trip within the state:**

**Submit to School Principal.
Remains in your site.**

The site principal has authority to approve. Documents remain at school site. No need to submit to the district.

- a) The application must be submitted to the principal at least **10 school days in advance** of the planned trip (for signature/approval).
- b) A Certificated employee must be present.

Checklist: Required Documents

- Request for Excursion/Field Trip (Form No. 7209-18)*
- Parent Permission for Student Participation (Form No. 7207-18) (Available in English & Spanish)*
- Statement Regarding Adult Participation in Off-Campus School-Sponsored Events (Form No. 7208-18) (Available in English & Spanish)*
- Student Roster*
- Homework Assignment Plan*

Note: If driving students is involved:

- Driver Information Sheet (form 4214-18)- signed. Minimum amount required must match the personal auto insurance.
- Copy of a personal auto insurance.
- Copy of Driver's license.

*****These documents stay in your site*** Principal approves.**

SCHOOL-SPONSORED TRIPS

**Overnight trip, within the state, of no more than two nights and three days:
Submit to Appropriate Assistant Superintendent**

The Superintendent or his/her designee (Assistant Superintendent) has authority to approve. Once principal has signed the field trip and excursion application, please submit the request to the appropriate Assistant Superintendent for further approval.

- a) The application must be submitted to the principal for signature.
- b) The application must be submitted to the Assistant Superintendent at least one month **(30 calendar days) in advance** of the planned trip. website: <http://boarddocs.suhsd.k12.ca.us/Board.nsf/Public#> and may be ordered through duplicating.
- c) A Certificated employee must be present.

Checklist: Required Documents (submit complete packet --a copy of each of the following)

- Request for Excursion/Field Trip (Form No. 7209-18). ***Ensure that section II is completed.
- Parent Permission for Student Participation (Form No. 7207-18).
- Hold Harmless Agreement and Agreement Not to Sue Regarding Revocation of District Authorization (Form No. 4020-18).
- Student Roster (the number must match Request's form #10 and Myers activity form).
- Myers-Stevens Insurance (submit proof of purchase of insurance).
- Homework Assignment Plan.
- Itinerary (provide a copy).
- Statement Regarding Adult Participation in Off-Campus School-Sponsored Events (Form No. 7208-18). ***One form per Adult participating.
- Leave of Absence, signed by principal and employee (one per employee attending including teachers, walk-on coaches, classified, etc.; even for holidays/vacation/weekend).

Note: If driving students is involved:

- Driver Information Sheet (form 4214-18)- signed. Minimum amount required must match the personal auto insurance.
- Copy of a personal auto insurance.
- Copy of Driver's license.
- Please ensure the office of Risk Management has the driver information.

Before sending the field trip packet to the Assistant Superintendent's office, please review the appropriate procedures and ensure that the packet is complete

Revised: October 9, 2018

SCHOOL-SPONSORED TRIPS

Three or more nights AND/OR out of state Field Trips:
Submit to Appropriate Assistant Superintendent
****REQUIRES BOARD APPROVAL****

Once principal has signed the field trip and excursion application, please submit it for further processing. *Only the Board has authority to approve.

- a) The application must be submitted to the assistant superintendent at least two months (**60 calendar days**) in **advance** of the planned trip, with copies of all pertinent information. All documents may be found in the district's policy website: <http://boarddocs.suhsd.k12.ca.us/Board.nsf/Public#> and may be ordered through duplicating.
- b) A Certificated employee must be present.

Checklist: Required Documents (submit complete packet --a copy of each of the following):

- Request for Excursion/Field Trip (Form No. 7209-18). ***Ensure that section III is completed.
- Parent Permission for Student Participation (Form No. 7207-18).
- Hold Harmless Agreement and Agreement Not to Sue Regarding Revocation of District Authorization (Form No. 4020-18).
- Student Roster (the number must match Request's form #10 and Myers activity form).
- Myers-Stevens Insurance ((submit proof of purchase of insurance).).
- Homework Assignment Plan.
- Itinerary (provide a copy).
- Statement Regarding Adult Participation in Off-Campus School-Sponsored Events (Form No. 7208-18). ***One form per Adult participating.
- Leave of Absence, signed by principal and employee (one per employee attending including teachers, walk-on coaches, classified, etc.; even for holidays/vacation/weekend).
- Detailed information regarding funds being used to subsidize the trip.

Note: If driving students is involved:

- Driver Information Sheet (form 4214-18)- signed. Minimum amount required must match the personal auto insurance.
- Copy of a personal auto insurance.
- Copy of Driver's license.
- Please ensure the office of Risk Management has the driver information.

Before sending the field trip packet to the Assistant Superintendent's office, please review the appropriate procedures and ensure that the packet is complete

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SCHOOL-SPONSORED TRIPS (continued)

Out of the Country Field Trips:
Submit to Appropriate Assistant Superintendent

****REQUIRES BOARD APPROVAL****

Once principal has signed the field trip and excursion application, please submit it for further processing. *Only the Board has authority to approve.

- a) The application must be submitted to the assistant superintendent, at least two months (**60 calendar days in advance**) of the planned trip, with copies of all pertinent information. All documents may be found in the district's policy website: <http://boarddocs.suhsd.k12.ca.us/Board.nsf/Public#> and may be ordered through duplicating.
- b) A Certificated employee must be present.

Checklist: Required Documents (submit complete packet --a copy of each of the following):

- Request for Excursion/Field Trip (Form No. 7209-18). ***Ensure that section III is completed.
- Parent Permission for Student Participation (Form No. 7207-18).
- Hold Harmless Agreement and Agreement Not to Sue Regarding Revocation of District Authorization (Form No. 4020-18).
- Student Roster (the number must match Request's form #10 and Myers activity form), include grade level. Current senior graduates cannot participate during Summer events.
- Homework Assignment Plan.
- Itinerary (provide a copy).
- Statement Regarding Adult Participation in Off-Campus School-Sponsored Events (Form No. 7208-18). ***One form per Adult participating.
- Leave of Absence, signed by principal and employee (one per employee attending including teachers, walk-on coaches, classified, etc.; even for holidays/vacation/weekend).
- Detailed information regarding funds being used to subsidize the trip.
- Submit copy of funds and deposit in Associated Student Body (ASB) account, 40 days prior to trip, demonstrating trust account has sufficient funds to pay for costs of trip for all participants.
- Detailed Flight/lodging information.
- Insurance for out of the country for each student (a copy of the one being provided).
***Verify the insurance provider with Risk Management.
- Permission Slip & Power of Attorney for Minor Student to Travel Outside of the United States on A District Field Trip with Sweetwater Union High School District. *Provide a copy (Form No. 4022).

Note: If driving students is involved other than parent (airport, etc.):

- Driver Information Sheet (form 4214-18)- signed. Minimum amount required must match the personal auto insurance.
- Copy of a personal auto insurance policy.
- Copy of Driver's license.
- Copy of Excursion/Field Trip (Form No. 7209-18)
- List of students being transported.
- Please ensure the office of Risk Management has the driver information.