

Field Trip Cheat Sheet

- 1) All field trips must have proper paperwork completed on time and approved prior to the trip (use the cheat sheet below to determine deadlines and forms).
- 2) Before submitting Form 28.00 and 28.01, please do the following:
 - a) Email Nurse Marci with a list of possible students attending (copy Lara Smith on email)
 - b) Submit transportation request (if you are using a bus or school van)

***No field trip will be pushed through to the AP of Activities prior to “a” and “b” above
- 3) Field Trip Blackout Dates ([Click Here](#))
- 4) Permission Slips are Found in the FVHS Staff Information Google Folder under “Field Trips” ([Click Here](#)). All students must have a completed permission slip to attend.
- 5) One week prior to the trip send a spreadsheet with a roster to staff with Student Names and ID numbers

Type of Field Trip	Is Pre-Approval Required (Form 27.99)	Forms/Links	Deadline that Forms 28.00 and 28.01 must be approved by Board of Trustees Work backwards from the trip date and use the following link to determine when the approved form is due to Ed Services. <u>You need to allow time for DC, Activities Secretary, AP, and Principal to approve.</u> (Click Here)
Foreign Country	Yes Pre-Approval Form	Form 28.00 and 28.01 (Required)	100 Days
Cost to Student is \$500 or more. - Over 100 miles - and/or Overnight	Yes Pre-Approval Form	Form 28.00 and 28.01 (Required)	60 Days

Cost to Student is \$500 or more. - Local (less than 100 miles)	Yes Pre-Approval Form	Form 28.00 and 28.01 (Required)	30 Days
Cost to Student is \$100-\$499 - Over 100 - and/or Overnight	No	Form 28.00 and 28.01 (Required)	60 Days
Cost to Student is \$100-\$499 - Local (less than 100 miles)	No	Form 28.00 and 28.01 (Required)	30 Days
Cost to Student is less than \$100	No	Form 28.00 and 28.01 (Required)	Site Admin approval is needed a minimum of 30 Days prior to trip. Form 28.00 and Form 28.01 are still required.
Non-School Sponsored Trip	No	Non-School Sponsored Trip Google Form Waiver Form (Must be completed by all students attending and turned in to the Activities Office prior to trip)	Submit to site Admin minimum of 30 days prior to trip.