

OVERNIGHT STUDY TRIP REQUEST CHECKLIST

This form is to assist the sites in making sure all aspects of the study trip request form are completed and should be checked-off, signed by the principal, and attached to *every* study trip packet that is turned in.

*** ANY TRIPS FOR ACADEMIES MUST BE SENT DIRECTLY TO CAROL BUTCHER'S OFFICE.**

Completed ✓	SCHOOL:
TRANSPORTATION ARRANGEMENTS	
	Completed Chartered Transportation request form (If you have a student(s) requiring a wheelchair bus, you must notify Special Ed immediately. *wheelchair buses may cost more and be harder to obtain so additional time and funds will be necessary to make available)
	Copy of confirmation from Chartered Transportation Company, if site booked bus directly
	Automobile Transportation request form with all required information
	Walking/Public Transportation request form with all required information
STUDY TRIP DETAILS	
	Day/Date/Hours of Trip: Times of trips are the times of departing and the time are expected to be back at the school site ALL study trips are required to originate and end at the SCHOOL SITE
	Trip Destination – specific location (name, full address and phone number)
	Teacher(s) in charge of group: Full name, cell phone number and e-mail
	Chaperone form with all required information and copies of district badges. A minimum of two chaperones per study trip; a male and a female.
	Accommodation information including address, city and phone number
	Daily activities schedule
	Sleeping Arrangements
STUDENT INFORMATION	
	Total number of students participating: include a <i>numbered</i> list of student names (PowerSchool printout or typed list). Make sure adult to student ratio is met
	Grade/Group – Chaperone/Student ration need to be considered during the duration of the trip
	Copy of Emergency Card – Front and back
	If Secondary Students, copy of student ID cards
MUNIS	
	If you are using Title 1, SLIB, LEP, ELAP, Discretionary Block Grant, or QEIA monies, please make reference of the school plan and attach a print out of the purchase requisition from MUNIS and note on study trip form.
	Purchase Requisitions for admission fees, BART tickets, etc. should be entered into MUNIS no later than 8 weeks in advance of the trip date. We recommend entering them ASAP so that the various departments have time to approve.
OTHER REQUIREMENTS	
	Parent Permission Slip and Waiver of Liability Form must be on file at the school's office prior to the date of the trip. Submit a single copy signed by the teacher and principal (do not turn in copies of all the slips to the ED's office, just 1 copy of the original that gets sent out to the students)
	Educational Value : Include standard reference number/s and a brief explanation of how trip relates to classroom activity-Attach additional sheet if necessary
	Copy of the lunch request form submitted to Nutrition Center per that department's timeline. (<i>Mandatory for Title 1 Schools</i>)
	Original study trip request form signed by Principal (Signature indicates all paperwork is in order)
COMMENTS:	



Signature of Principal verifying all necessary paperwork is complete, current, and attached.

*** Please remember that if there are any emergencies causing a necessary change to the original submitted study trip, the ED's office must be notified immediately.**

WCCUSD STUDY OVERNIGHT TRIP REQUEST FORM

Form must be typed. No late or incomplete requests will be accepted.

Study trips need pre-approval during CST testing periods.

LAST DATE FOR SUBMISSION OF STUDY TRIP:

APRIL 28, 2017

(4th Friday in April)

LAST DATE FOR STUDY TRIP TO BE TAKEN:

MAY 26, 2017

(4th Friday in May)

SCHOOL:	Date of Submission:
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TYPE OF TRIP: Check appropriate box(es)		
<input type="checkbox"/>	Chartered Transportation (Bus reserved by school/PTA/Transportation office, etc.)	25 school days prior to trip date
<input type="checkbox"/>	Automobile (Driving to and from destination)	25 school days prior to trip date
<input type="checkbox"/>	Public Transportation (BART, Bus, Amtrak, etc.)	15 school days prior to trip date
<input type="checkbox"/>	Walking	15 school days prior to trip date

TRIP AND CHAPERONE INFORMATION:

ALL trips must start AND end at the school site. Minimum of 2 Chaperones; a female and a male per study trip
 Adult to Student Ratio: Pre-School (1:3), K-3 (1:5) & 4-12 (1:10)

Date of Trip:	Time Leaving School:	Grade/Group:	Total number of students participating: <input style="width: 40px;" type="text"/>
Time back at school site:		(must match student list)	
Trip Destination Name:	Teacher in Charge of Group		<input type="checkbox"/> A numbered list of students is attached
Address:	Name:		(PowerSchool Printout or typed list)
City:	Cell Phone:		
Phone:	Email:		
Total Number of Chaperones accompanying the group including teachers: <input style="width: 40px;" type="text"/>		<input type="checkbox"/> Chaperone form and copy of badges attached	

TRANSPORTATION ARRANGEMENTS:

<input type="checkbox"/> Chartered Transportation	CHARTERED TRANSPORTATION REQUEST FORM: All requests using district funds must be booked through the Transportation Office. Completed Chartered Transportation request must be attached to study trip request.	
<input type="checkbox"/> Completed form attached	FUNDING SOURCE: Requests using other funding sources (i.e. PTA) must be booked by trip organizer and paid for at the site level. Funding source MUST be indicated.	FUNDING SOURCE/ACCOUNT CODE:
<input type="checkbox"/> Or	COMPANY: Attach confirmation from chartered transportation company. Must be from District approved list as indicated on Bulletin.	COMPANY NAME AND CONTACT:
<input type="checkbox"/> Confirmation form attached		
<input type="checkbox"/> Automobile	AUTOMOBILE TRANSPORTATION FORM: Form must be completed with driver's information attached. Valid California Driver's license and insurance requirements are mandatory.	<input type="checkbox"/> Completed form attached <input type="checkbox"/> Valid driver's license and insurance attached
<input type="checkbox"/> Public Transportation	TYPE OF PUBLIC TRANSPORTATION (BART, BUS, AMTRAK, FERRY): Funding source required if transportation tickets/arrangements are to be purchased using District funds. Funding source MUST be indicated even if using other funding, i.e., PTA, Approved Fundraiser, etc. PR's should be initiated at least 8 weeks in advance of the trip.	Funding Source Account Code: MUNIS Req/PO #
<input type="checkbox"/> Admission Fees	FEES TO DESTINATION, I.E., ZOO, THEATER, MUSEUM, ETC.: Funding source required if tickets are to be purchased using District funds. Funding source MUST be indicated even if using other funding, i.e., PTA, Approved Fundraiser, etc. PR's should be initiated at least 8 weeks in advance of the trip.	Funding Source Account Code: MUNIS Req/PO #
<input type="checkbox"/> Accommodations	OVERNIGHT ACCOMMODATIONS Must be secured before the study trip request is submitted. Attached a copy of the purchase requisition or PO along with a copy of the confirmation form the hotel, camp ground etc.	Funding Source Account Code: MUNIS Req/PO #

EDUCATIONAL VALUE:

Must include standards reference number and a brief explanation of how the trip relates to the classroom activity. Attach additional sheet if necessary.
 Standards Number(s):

Substitute(s) Requested:	FOR SECONDARY SITES ONLY SUBSTITUTES NEEDED FOR TEACHERS ON STUDY TRIPS:	Funding Source Account Code: Substitutes Needed for ____ paid periods
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STUDY TRIP REQUEST FORM MUST HAVE PRINCIPAL'S SIGNATURE AND FUNDING SOURCE INDICATED BEFORE SENDING TO THE EXECUTIVE DIRECTOR'S OFFICE. INCOMPLETE STUDY TRIP REQUESTS WILL BE RETURNED AND WILL RESULT IN DELAY IN PROCESSING OR DENIAL OF REQUEST. APPROVALS WILL BE SENT BACK VIA EMAIL TO SECRETARY/OFFICE MANAGER AND PRINCIPAL.

APPROVALS:

Principal Signature	Date	
Executive Director	Signature	Date
Funding Authorization Dept.	Date	

EXECUTIVE DIRECTOR OFFICE USE ONLY:

Received: _____

Approval Sent: _____

Date: _____ By: _____