

Rutherford County Schools
Off-Campus Trip Approval Form
Please print or type

This form is to be used for approval of all off-campus student field trips, excursions, competitions and performances.
Off-campus student field trips that are within normal school hours and not over 150 miles, **but** out of state need central office approval.
Off-campus student field trips that are held within normal school hours (same day), not over 150 miles, are approved at the school level.

Teacher's name _____ School _____

Overnight trip? Yes _____ No _____

Group (grade, subject, organization) _____

No. Students _____ No. Adults _____

Event/Destination _____

Departure: Date _____ Day of Week _____ Time _____ m.

Return: Date _____ Day of Week _____ Time _____ m.

Mode of transportation (if by school bus, include bus number, driver's name, and his/her phone number) _____

Cost: (per pupil) \$ _____ Additional costs \$ _____ Specify the number of students receiving free or reduced meals who are eligible to participate in this field trip, excursion, competition, or performance and the source of funds that will pay for them. If any portion of this trip occurs during the school day and is curriculum related, no student who chooses to not pay can be excluded from the trip unless it is a club trip. Your funding plan must also include funding for these students. _____

Plans for students not making the trip? _____

Purpose of trip (related to curriculum or program objective) _____

How will you prepare students and evaluate achievement of objective? _____

Teacher Requesting Trip

Signature: _____ date: _____

Principal

Approved by: _____ date approved: _____

Coordinator/Supervisor

Approved by: _____ date approved: _____

Assistant Superintendent of Instruction

Approved by: _____ date approved: _____

Purchasing Agent

Date received: _____ itinerary received for bid: _____

Staff Attorney

Approved by: _____ date approved: _____

Assistant Superintendent for Budget and Finance

Approved by: _____ date approved: _____

Superintendent/Designee

Approved by: _____ date approved: _____

Please attach a copy of the following:

1. Parental Permission Letter (include items listed in Policy 6-7)
2. Travel Itinerary

NOTE: Approval forms for field trips **must** be submitted to the Central Office a minimum of twenty (20) working days prior to trip. Approval forms for excursions **must** be submitted to the Central Office a minimum of twenty (20) working days prior to trip. Any trip/excursion that must be let for bid **must** be submitted for approval sixty (60) working days prior to trip.

* Up to \$9,999.00 cumulative requires three quotes on file at the school

* \$10,000.00 cumulative requires advertised bids and board approval

The following considerations need to be addressed after approval of trip by Central Office:

Have you made arrangements for students with special needs? Yes _____ No _____

Have you made arrangements for students taking medication? Yes _____ No _____

Parent permission slips/letters completed? Yes _____ No _____ and on file in _____

Emergency/Medical release forms completed? Yes _____ No _____ and on file in _____

Notification of lunchroom or other affected personnel? Yes _____ No _____