

Field Trip Flow Chart

How are you funding your field trip? All overnight trips or “outside of LA County” trips require board approval.

Academy/AVID/Site Budget

Is your field trip academy related?

Yes

No

Step 1: You must complete Academy WBL Forms on pg 16-18 on Field Trip Packet

Step 2: Complete Field Trip Packet 2019-20 (refer to Field Trip page on hhsougars.org)

Step 3: Give all completed forms to Mejia for approval (must be submitted 1 month in advance, board approval trips must be submitted 3 months in advance)

Step 4: You will receive a PDF copy of your field trip packet via email within 10 days after submission, then submit to copy center for copies and distribute to students ASAP.

Step 5: 2 days before trip: Submit final order of sack lunches to Pablo Martinez. Complete and submit FIELD TRIP COLLECTION LIST on pg 5 to Mejia

Step 6: Check with Jennifer Le (ext. 3241) to confirm bus status 3 days before the trip.

Step 7: Complete and submit FIELD TRIP ATTENDANCE LIST (page 6 from packet) to attendance office on day of trip

ASB Account

Step 1: Must go through ASB pre-approval process (payment for transportation and admission must be pre-approved)
Get quote from vendor and submit to Mr. Hughes.

Step 2: Complete Field Trip Packet 2019-20 (refer to Field Trip page on hhsougars.org)

Step 3: Give all completed forms to Mejia for approval (must be submitted 1 month in advance, board approval trips must be submitted 2 months in advance)

Step 4: You will receive a PDF copy of your field trip packet via email within 10 days after submission, then submit to copy center for copies and distribute to students ASAP.

Step 5: 2 days before trip: Submit final order of sack lunches to Pablo Martinez. Complete and submit FIELD TRIP COLLECTION LIST on pg 5 to Mejia

Step 6: Check with bus company to confirm bus status 3 days before the trip.

Step 7: Complete and submit FIELD TRIP ATTENDANCE LIST (page 6 from packet) to attendance office on day of trip

FAQS

How do I take my kids on a field trip?

-Refer to the flow chart

Do you need a bus?

-If yes, complete the purchase req to request a bus.

Does my trip require board approval?

- All overnight trips or “outside of LA County” trips require board approval.

What if you need sack lunches?

Complete the [Sack Lunch Request form](#) minimum 10 days before.

All field trip packets must be submitted 1 month in advance. Trips that require board approval must be submitted 3 months in advance.