CHAPTER 2: CURRICULUM IN ACTION (FIELD TRIPS)

This chapter augments the CIA directions found in AFJROTCI 36-2001. This chapter was developed to offer advice on planning the trip and actions to take before, during and after a field trip. It details the responsibilities involved in conducting the trips, provides guidance on funding, chaperones, clothing and grooming. It also provides some suggestions on where to go and what to do. Finally, here you will find checklists and forms to be used every step of the way. Instructors should familiarize themselves with all policies associated with CIA events in AFJROTCI 36-2001 first.

SECTION 1: CIA TRIP INITIAL PLANNING

The cadet leadership team (to the maximum extent possible) should perform the planning and execution of the trip to promote cadet ownership. Be sure to plan your CIA trips carefully. Plan CIA trips several months in advance to ensure everything is thought of. If possible, plan the trips before the school year begins and make changes as necessary. (See checklists and forms within this supplement.) Keep in mind the SASI and/or ASI must provide supervision and control of all CIA activities at all times.

Some school districts require all field trips be approved by a board or committee. It is important to know who can approve CIA trips and to get the plans to the decision maker(s) in a timely fashion. Make sure you know your school’s process.

If you are planning an overnight or an out-of-state trip, you might have to include the following items with your initial request:

- List of all travel arrangements
- Detailed daily itinerary
- Roster of chaperones, cadets, and instructors
- Information on the academic value of the field trip
- Field trip request forms
- Insurance information if needed
- Medical Forms
- Communication requirements (how to reach you before and during the trip)

CIA trips may also require cadets to be absent from other classes, so plan ahead. Request for absence from classes for school-related activities may need to be filed well in advance with the attendance office and/or other teachers.
SECTION 2: CIA FUNDING

Instructors must review WINGS Budget Status History during the planning phase, before committing funds, and again when paying the bills to ensure there is enough money to cover expenses and that the correct funding streams are used.

Requesting use of AF funding (via credit card or reimbursement) must conform to the requirements of Holm Center Instruction 65-103, AFJROTCI 36-2001, this Operational Supplement and any other HQ AFJROTC direction.

AFJROTC may provide O&M and MILPER funding (based on active cadet enrollment) to offset the cost of CIA trips. If additional funds are needed, there are several ways of meeting the need.

Cadets may earn additional money through fundraisers. Fundraising activities must be planned and conducted according to applicable district policies. Auxiliary funds management is covered in AFJROTCI 36-2001. Additionally:

- Businesses/Organizations in the local area may sponsor your unit
- Cadets and parents may be asked to offset some of the costs
- The school may maintain an activity fund that sets aside funds for field trips
- Instructors may ask their Region Director if any discretionary funds are available

Although funding streams for drill meets or marksmanship events follow the same rules as CIA trips, instructors are reminded that funds are limited and that unit’s are still required to take their minimum CIA trip(s) as required by AFJROTCI 36-2001.
The matrix below explains the funding streams used to pay bills associated with CIA trips.

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<th>CADETS</th>
<th>INSTRUCTORS</th>
<th>CHAPERONES</th>
<th>DRIVERS</th>
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<td>Transportation</td>
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<td>See Note 1</td>
<td>See Note 2</td>
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<td>Lodging</td>
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<td>Non-AF Fund</td>
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<td>Meals</td>
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<td>Entry Fees</td>
<td>O&amp;M (See Note 3)</td>
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Note 1: Chaperones travelling in the same vehicle as cadets is acceptable when O&M is used to pay for the transportation. However, there can be no additional cost associated with the chaperone.

Note 2: Drivers who are paid for as a mandatory part of the vehicle fee is acceptable when O&M is used to pay for the transportation.

Note 3: Only those entry fees allowed per the Finance Guide, AFJROTCI 36-2001, or those specifically approved by the HQ or Region Directors.

Cadets Meals: Units are limited to $20 per cadet per day from AF funds. Please note that $20 is the maximum amount. If less is spent, only the lesser amount is reimbursed. Cadets do not pay surcharge for meals in military dining facilities. Instructors, chaperones and drivers have to pay the surcharge.

Transportation, Lodging and Meal costs can be paid through the use of the headquarters credit card or be reimbursed to the school after expenses have been incurred. Cadets are limited to $30 per day for lodging from your unit’s O&M budget.

SECTION 3: WHERE TO GO AND WHAT TO DO

Every city and state has unique opportunities for CIA events. Instructors are encouraged to talk with other teachers and instructors about good places to visit on CIA trips. The following list offers additional ideas.

- www.(state).gov (use the two letter identification for your state) to look up information on offices for elected officials, state officials, tribal government and large companies. This website can also serve as a starting point for learning about roll call votes, bill status, committee reports and jurisdiction, important political issues and products, jobs, and careers.
- www.militaryliving.com to get phone numbers and addresses for all military
installations in the U.S. and overseas. This website also provides information about military lodging at various tourist locations throughout the world.


- www.militaryonesource.com provides very useful resources for military members and their families, including a wealth of information that can be used when planning CIA trips.

- Visits to Military Installations. Cadets, under the supervision of a SASI or ASI, are authorized to visit military installations. Units should coordinate visits directly with the local installation. The public affairs office and protocol office are good points of contact.

- Dining. Cadets are authorized to eat in the dining facilities and should not have to pay surcharges. Prior coordination with public affairs, the protocol office or Force Support function maybe required to ensure this entitlement.

- Medical Emergencies. Hospitalization and medical care for cadet emergencies at military installations may be authorized. Prior coordination with the host installation medical facility should be accomplished in advance of the trip to understand the options and any out-of-pocket expenses. Consider purchasing trip insurance.

SECTION 4: CADET FLIGHT PROGRAM

CIA Flight Events. Cadet flight programs are school-sponsored activities similar to any other AFJROTC activity and must be approved in writing according to local guidelines. Cadets must also have signed parental permission slips. Orientation flights are continuous flights performed within the local flying area and terminating at the point of origin. Flights for the cadets maybe arranged through DoD or Non-DoD organizations/companies.

DoD Flight Program. Per DoD 4515.13-R AFJROTC students and instructors, who are members of an organized AFJROTC activity, and civilian officials functioning in a chaperone capacity, are authorized flights on DoD operated (or contracted) aircraft. AFJROTC cadets are not guaranteed orientation flights. Orientation flights are services provided as base resources allow on a noninterference basis. Base authorities determine the availability of aircraft and resources.

AFJROTC funds are not authorized for any costs associated with DoD flights. Therefore, units must clearly indicate the mission must be a regular training mission or previously funded
by another agency.

The AFJROTC instructor must contact the airfield manager, public affairs, and/or the flying unit to arrange for the orientation flight. Units should be flexible for flight dates, understanding the flying unit makes such arrangements as their resources allow.

Flying units and supporting airfield managers may have different requirements for orientation flights. AFJROTC units must ensure the flying unit and the supporting airfield manager’s requirements are satisfied.

AFJROTC instructors will complete and submit DD Form 2768, Military Air Passenger/Cargo Request (prescribed by DoD 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel), to Holm Center/JRO. The request will be validated and forwarded to HQ CAP- USAF/XOO. The submitted request must identify the supporting flying unit in addition to dates, times, and locations. A cover memo must be included for airlift requests identifying the trip purpose and itinerary.

AFJROTC cadets and instructors must be in uniform. Cadets must be in groups continually supervised by an AFJROTC instructor or a school-approved chaperone. Instructors, cadets and chaperones must be on the flight manifest.

Non-DoD Flight Program. Possible sources include the Experimental Aircraft Association, Young Eagles, Civil Air Patrol, base aero clubs, Fixed-Base Operators, and privately owned aircraft. Cadets may participate in these flights only under the following conditions:

Units are authorized to use available unit O&M funds to procure flights for cadets in civil aircraft.

All cadets will have a parent/guardian signed release absolving the AFJROTC unit, school, school district, and the Air Force from liability in case of mental or physical injury or death.

Flights must be in a Federal Aviation Administration (FAA) type-certified aircraft, i.e., non-experimental aircraft.

Aircraft must be registered, have appropriate airworthiness certificate, and contain all instruments and equipment specified for the particular type of operation, i.e., VFR or IFR. (Federal Aviation Regulations (FAR) 91, General Operating and Flight Rules)

If privately-owned aircraft are used, only fuel and oil expenses maybe reimbursed with unit O&M funds.
• Flight must be conducted in accordance with FAR 91.

• The Pilot in Command (PIC) must meet the following criteria:
  
  o Appropriate category, class, and type rating for the aircraft to be flown. (FAR 61.31, Certification: Pilots, Flight Instructors, and Ground Instructors)
  
  o Current Class I, II, or III FAA Medical Certificate. (FAR 61.23)
  
  o Recent flight experience. (FAR 61.57) and a current biennial flight review. (FAR 61.56)

• An AFJROTC instructor who meets these requirements may serve as PIC; however, they may not accept payment for their time even if they hold a commercial rating.
Checklists

FIELDTRIP CHECKLIST

Decide what field trip you would like to take a minimum of two months before the date you want to take it (five months minimum for most field trips taken in May). Involve the cadet leadership in every aspect of the planning and execution of the trip.

Two to five months prior to trip date

___________ Check Headquarters to coordinate funding issues—stay within your budget!!!

___________ Get school tax ID number to use throughout

___________ Check with school or district to ensure trip does not occur during school mandatory attendance days, either for teachers or students (testing, etc.)

___________ Call the establishment to find out about

___________ Name of contact

___________ Available dates

___________ Times of operation (open and close)

___________ Phone numbers at establishment

___________ Street addresses

___________ Admission prices

___________ Is a deposit required? If so, how much?

___________ Is the deposit returnable?

___________ Last day that you can cancel without penalty

___________ Entrance fees--contact Region Director for approval

___________ Food arrangements at the facility

___________ Is a deposit required for food? If yes, how much?

___________ Is the deposit returnable?

___________ Last day that you can cancel without penalty

___________ Medical facilities at or near the establishment
Phone numbers for medical facilities ____________________________

Street address ____________________________

Get a first-aid kit

Insurance information

Costs ____________________________

Company name ____________________________

Point of contact ____________________________

Phone number ____________________________

Will school make transportation arrangements for you? __________

If they will, who? ____________________________

Who will provide transportation? ____________________________

Is a driver needed? If yes, who will pay for the driver? __________

Name of contact at Transportation Company ____________________________

Phone number for Transportation Company (if applicable) __________

What will transportation cost? ____________________________

What time will the transportation arrive? ____________________________

At what location will the transportation pick up the cadets? __________

Is a deposit required? If so, how much? ____________________________

Is the deposit returnable? ____________________________

Last day that you can cancel without penalty? __________

Will school make lodging arrangements for you? __________

If they will, who? ____________________________

How many rooms will be needed? ____________________________

How close are the rooms to the CIA location? __________

Will you have to provide transportation from rooms to CIA? __________
Phone number for lodging (if applicable)

What will lodging cost?

Is a deposit required? If so, how much?

Is the deposit returnable?

Last day that you can cancel without penalty?

Rooms for chaperones and drivers are not funded by Headquarters

Perform a Risk Analysis of all planned activities on the trip.

Determine/Assess the potential for injury or loss in all activities planned.

Plan actions to mitigate potentially hazardous activities.

Conduct a pre-departure briefing with emphasis on safety.

Prior to each activity, remind all concerned of the safety considerations.

Two weeks prior to the trip date

Collect funds from students (if applicable)

Give funds to school administrator (if applicable)

Ensure school has substitute teacher or made arrangements for cadets not attending field trip

Hand out parent permission slips for trip if not already done (some units elect to do this at the first of the year for all proposed field trips. If you do it this way, don’t forget to give one to the new cadets who came after the first of the year)

Hand out medical forms if not already done (some units elect to do this at the first of the year for all proposed field trips—if you do it this way, don’t forget to give one to the new cadets who came after the first of the year)

Hand out teacher permission slips if not already done
One week prior to the trip date

_________ Confirm with establishment

_________ Confirm with transportation (including pick-up and drop-off points)

_________ Confirm with chaperones

_________ Confirm substitute or arrangements for cadets not going

_________ Collect parent permission slips

_________ Collect medical permission slips

_________ Collect teacher permission slips

_________ Any cadet who receives a referral for discipline (anywhere in the school) should be ineligible for the trip.

_________ Provide office a list of the names (field trip roster) of people going

_________ Cadets

_________ Chaperones

_________ Instructors

_________ Have the cadet leadership organize the cadets going on the trip by flights and elements, and make them responsible for taking roll after each stop enroute or prior to each activity. They will also be responsible for the discipline in their group.

_________ Finalize room assignments (if the trip is overnight).

_________ Place an experienced, trustworthy cadet in each room to act as a Room Chief, responsible for the discipline of the underclassmen assigned to his/her room.

_________ Finalize your formal daily itinerary for the trip (this should be done by the cadet leadership). It should be type-written and available to all chaperones and cadet leaders.

_________ Ensure there is at least one instructor or chaperone for every ten cadets
Review school/district rules for field trips and cadet conduct

Make the cadet leadership responsible for discipline on the trip. Hold them accountable for the behavior of the entire group.

Establish plan for handling cadets who might misbehave (when to send them home, how to get them there, who will travel with them if necessary)

The day before the trip

Make changes to the field trip roster if necessary and give changes to office

Cadets

Chaperones (1 adult per 15 cadets, female chaperone for females)

Instructors (count in the 1 to 15 ratio for chaperones)

Make last minute contact with POCs at establishment

Make a final field trip roster (include cell phone numbers next to names)

If this is an overnight field trip, consider having cadets bring their overnight bags to the unit the day before and inspect them for proper clothing and contraband. Have a female inspect the girl’s overnight bags

Look for alcohol in shampoo bottles, soft drinks, and juices

Talk about the CIA trip during class. Review school behavior expectations

Ensure cadets understand that school rules must be strictly followed.

If school expectations do not include rules for public display of affection (PDA), ensure each cadet knows that PDA is forbidden.

Ensure cadets and chaperones know that smoking, alcohol, and non-prescription drugs are strictly forbidden

Things to take on the trip
Permission slips (keep them with you at all times)
Field trip roster (keep it with you at all times)
First aid kit
Cell phone    Cell phone charger

**During the trip**
Assign chaperones to groups of cadets
Cadets are never to be alone and must always travel in pairs (boys with boys; girls with girls or in a group of boys and girls)
Ensure cadets are hydrated (take plenty of water)
Ensure cadets eat breakfast and continue to eat well during the rest of the day (watch for cadets who might be dieting)
Take roll at the beginning and at end of the trip and every time the bus is boarded
Take roll every morning and evening during the trip
Ensure cadets behave properly at all times
Watch the time and stick to schedule
Keep in contact with the school and parents
If the trip is overnight
Ensure cadets know boys are not allowed in girl’s rooms and girls are not allowed in boy’s rooms
When possible put girls on one floor and boys on another
Consider taping cadets in their rooms after curfew

**After the trip**
Call parents one hour prior to arrival at the school.

Ensure at least one chaperone remains with you until you leave the school. They might be needed to take a cadet home that has been stranded. School rules usually do not allow teachers to give students rides home. Consider asking cadet leaders to do a lessons learned or after action report.

Keep your permission slips!