



## **FIELD TRIP PROCEDURES**

MBUSD appreciates the contributions of parents and parent organizations to support the education of our students through field trips and the learning opportunities that they provide. It is important to understand that during a field trip, we are essentially creating an off-campus branch of an MBUSD school site. For this reason, there are a number of legal and procedural requirements that must be followed in planning these types of student activities.

There are several different categories of field trips:

- **Day Trips to Local Destinations** – these trips take place within a single day, with students arriving at and returning to their school campus on the same school day (or occasionally on a weekend day). They require approval from school and district administrators and should be planned at least two months in advance.
- **Overnight or Out-of-State Field Trips** – these trips require additional planning and must be approved by the Board of Education far in advance (and before any contracts are signed or commitments made on behalf of the travelling group) – depending on the trip's complexity and destination, planning may need to begin up to a year in advance.
- **Trips During Summer Recess** – these trips are generally discouraged except when required (e.g., due to team competition schedules set by outside organizations). Planning timelines are the same as listed above, unless there are extenuating circumstances (e.g., playoff schedules dependent upon outcomes of prior competitions). It is important to note that graduating seniors are no longer MBUSD students after their graduations and therefore cannot participate as students on a field trip during the summer after they have graduated.
- **High-Cost Trips** – any trips where the amount payable to any single vendor will exceed \$25,000 must also be approved by the Board of Trustees in advance of any financial commitments being made; please use the Overnight or Out-of-State approval timeline.

Per [Board Policy 6153](#), "No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds." Please be sure that requests for parent contributions are worded as such and that there is no suggestion that payment is required in order for students to participate. Suggested language is as follows:

*We are excited to have the opportunity to take our students to (description of field trip). This trip will be a great learning experience for our students (add additional information about educational value and reasons for the trip). In order to provide this field trip for our students, we are suggesting a donation of (amount) per student. We understand that not everyone is in a position to give that amount, and that others can give more. Your donation in no way affects your student's ability to participate in this field trip. However, we would very much appreciate your donation of any amount to help us to ensure that we are able to provide this field trip. Donations can be made via check made out to MBUSD and returned to \_\_\_\_\_ [or by (any information about payment options via MySchoolBucks or other payment method)]. If paying by check, please list the school site, field trip, and student name on the memo line. We would appreciate it if you could submit your donation by (date) in order to allow us time to determine whether we have sufficient funds to move forward with this field trip.*



## MBUSD FIELD TRIP PLANNING CHECKLIST

When		What	Who	Done
Day Trips	Out of State or Overnight			
As soon as feasible	Up to 1 year in advance	<p>Begin gathering preliminary information (price quotes, etc.)</p> <p>For out-of-state or overnight trips, talk with Business Services office (Deputy Superintendent/Executive Assistant) to determine what additional considerations or requirements might be involved in obtaining final approval.</p>	<p>Field Trip Coordinator – <i>please note that the field trip coordinator must be the certificated employee in charge of the trip – other staff and parent volunteers may assist, but the certificated employee must be responsible for all aspects of the trip.</i></p>	
At least 8 weeks prior to trip and 5 weeks before any deposits are due	Up to 1 year in advance; at least 14 weeks before any deposits are due	<p>Obtain preliminary (verbal) approval from site administrator. Provide site administrator with</p> <ul style="list-style-type: none"> <li>• Destination and educational purpose of the trip</li> <li>• Potential date, time, length of trip</li> <li>• Cost of the trip – admission, transportation, lodging, parking, meals, other personnel costs (e.g. substitutes, extra hours for aide support, etc.), scholarships, costs for chaperone attendance/participation, any other associated costs.</li> <li>• Chaperone type (staff/parents/volunteers) – 1:8 ratio required; volunteer clearance required</li> <li>• Funding source(s)</li> <li>• Additional information from discussions with Admin. Services staff (Out of State/Overnight trips)</li> </ul>	Field Trip Coordinator	
At least 6 weeks prior to trip and 4 weeks before deposits are due	By July 15 for Fall Semester trips; by October 15 for Spring Semester trips; at least 12 weeks before any deposits are due	<p>Submit field trip for formal approval via PermissionClick.</p> <p>Be sure to fill out the form(s) completely and re-name the trip with a trip-specific title for ease of reference.</p>	Field Trip Coordinator/Site PermissionClick Designee	
1 week after PermissionClick submission	1 week after PermissionClick submission	Verify that PermissionClick approvals have been granted	Field Trip Coordinator/ Site PermissionClick Designee; follow up with Principal, Assistant Superintendent Ed Services, and/or Deputy Superintendent as needed	



## MBUSD FIELD TRIP PLANNING CHECKLIST

When		What	Who	Done
Day Trips	Out of State or Overnight			
N/A	1 week prior to August or November Board meeting (or if deposits due before mid-September/mid-December, a Board meeting at least 4 weeks before deposits are due and 5 weeks before the trip)	Verify that Out of State/Overnight Trip has been placed on the Board Meeting Agenda	Field Trip Coordinator/ Site PermissionClick Designee; follow up with Assistant Superintendent Ed Services as needed	
N/A	The day after the Board meeting	Verify that Out of State/Overnight Trip has been approved by the Board	Field Trip Coordinator/ Site PermissionClick Designee; follow up with Assistant Superintendent Ed Services as needed	
ASAP after PermissionClick approval; at least 3 weeks before deposits are due; at least 2 weeks prior to the trip	ASAP after Board approval; at least 3 weeks before deposits are due; at least 4 weeks prior to the trip	Submit OPR's w/ preliminary price quotes and/or reimbursement amount estimates to the Business Office (it is fine if these are approximate numbers; they will be used to generate PO's but can be adjusted later). Be sure to note deposit due dates.	Site Administrator co-signs form along with budget authorization source (PTA, Ass't Superintendent Ed Svc., Boosters, etc.) and submits to Business Office	
ASAP after PermissionClick approval is granted	ASAP after Board approval is granted	Hold orientation meeting and distribute and collect the following via Permission Click, as appropriate: <ul style="list-style-type: none"> <li>• Parent permission/waiver for Activity</li> <li>• Donation request letter</li> <li>• Student Field Trip Code of Conduct</li> <li>• Chaperone Guidelines and Signature Form</li> <li>• Chaperone Volunteer Hold Harmless Form</li> <li>• Volunteer Driver Agreement</li> <li>• Statement of Insurance on Private Vehicles</li> <li>• Board Policy &amp; Administrative Regulation 6153</li> </ul>	Field Trip Coordinator	
As funds are received	As funds are received	Account for donations using Donation Collection Form or online payment report (MySchoolBucks or other), and submit form and donations to the Business Office	Field Trip Coordinator/Site Administrator	
ASAP as info is received	ASAP as info is received	Provide information of NSF checks or other issues with payments or deposits	Business Office to provide to Site Administrator	
2 weeks prior to Field Trip	2 weeks prior to Field Trip	Ensure that all logistical and financial arrangements (transportation, admission, meals, lodging, forms, etc.) have been finalized and that nothing further is needed	Field Trip Coordinator	
1 week prior to Field Trip	1 week prior to Field Trip	Send any reminders needed to parents, chaperones, school staff	Field Trip Coordinator	



## MBUSD FIELD TRIP PLANNING CHECKLIST

When		What	Who	Done
Day Trips	Out of State or Overnight			
Day of Field Trip	Day of Field Trip	Ensure that, before leaving campus, the group has: <ul style="list-style-type: none"> <li>• A permission slip for every student</li> <li>• Medical Emergency Instructions for each student</li> <li>• First aid kits, medications, other first aid needs</li> <li>• A list of chaperones, contact information, and completed forms for each (leave a copy of names and phone numbers with the school office)</li> <li>• Local emergency telephone numbers for destination location (hospital, police, fire, highway patrol, etc.)</li> </ul>	Field Trip Coordinator	
Within 3-5 Days of Trip Expenditure	Within 3-5 Days of Trip Expenditure	Submit any reimbursement request forms, along with itemized receipts	Field Trip Coordinator submits to Site Administrator for signature, and then to Business Office	
1-2 Weeks after Field Trip	1-2 Weeks after Field Trip	Ensure that all final invoices have been submitted to the Business Office	Field Trip Coordinator	