



ROMOLAND SCHOOL DISTRICT

25900 Leon Road, Homeland, CA 92548
Phone: 951.926.9244 ♦ Fax: 951.926.2170

Trevor J. Painton
Interim Superintendent

Vacant
Assistant Superintendent

Carol L. Cole
Chief Business Official

John Murray
Director of Human Resources

Vince Butler
Chief Technology Officer

FIELD TRIP PROCEDURES

The following list assists staff member through the field trip process. Please see procedures for specific information regarding each item.

A. Teacher completes initial Field Trip Request form.

Trip Information

- Destination; Address; Destination Contact #; Date of Request; Person Initiating Request; Site Requesting Field Trip; Person Initiating Request's Contact #.
- Educational Justification: **Determine and document the educational benefit of the field trip.**
- Date of Field Trip: **Contact place(s) being visited to make preliminary arrangements (if needed)**
- Time of Field Trip: **May not be school start time; AVOID Fridays;** Remember to allow plenty of time for travel, rest and eating stops. State law maximum speed 55 MPH.

Teachers, Grade & Room #s

- Names of Teachers Requesting Field Trip; Email address for each teachers requesting field trip; grade and room #

Nutrition Services

- Estimate the number of breakfast and or sack lunches needed. Arrange for food services (if needed)

Transportation

- Transportation (**Max: 62 / Bus**): Estimate the planned number of participating students and chaperones needed. Check "Wheelchair" box (if needed.)

B. Routing

- Completed Field Trip Request form is submitted to Site Secretary to verify all information and obtain Site Admin approval. The approved form is sent to MOT Secretary.
- The MOT Secretary will verify all information and availability of buses. The MOT Office will calculate a quote for the cost of buses. The form is sent to Site Secretary.
- The Site Secretary will create a separate purchase requisition for both entrance fees and bus fees. Field Trip Request is sent to Business Office.
- Business Office will verify that purchase requisitions have been entered and the funding is correct. Field Trip request is sent to Assistant Superintendent.
- Assistant Superintendent will verify that the trip is acceptable and will approve.
- Assistant Superintendent's Office will send approved Field Trip request to MOT Secretary to send out approval emails; place on Field Trip Calendar; and achieve Field Trip request.

Board of Trustees

Manuel Aguirre ♦ Marla Clites ♦ Debbie Moon ♦ Gerard "Gary" Reller ♦ David Sperry

Romoland School District

Field Trip Request Form

Destination: _____
 Address: _____

 Destination Contact #: _____

Date of Request: _____
 Person Initiating Request: _____
 Site Requesting Field Trip: _____
 Person Initiating Request 2nd Contact #: _____

Educational Justification: _____

Date of Field Trip: 1st Date Preferred: _____
 2nd Date Preferred: _____

Time of Field Trip: Departure Time From School: _____
 Return Time to School: _____

**Names of Teachers Requesting Field Trip
 Email Address**

Teacher:	Grade:
	Room #:
Teacher:	Grade:
	Room #:
Teacher:	Grade:
	Room #:
Teacher:	Grade:
	Room #:
Teacher:	Grade:
	Room #:

BILLING INFO (for MOT use only)

FT #	Invoice #:
Date Received:	/ /
Total Amt Due:	\$
REIMBURSABLE:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Submitted to Accts Payable:	/ /

Nutrition Services

We will be @ school for lunch:	<input type="checkbox"/>
We will not be @ school for lunch:	<input type="checkbox"/>
Number of breakfast requested:	
Number of sack lunches requested:	

Transportation (MAX: 62 / BUS)

Number of Students:	
Number of Adults: (Actual #)	
Total to be Transported:	
Wheelchair Bus Required:	YES <input type="checkbox"/> NO <input type="checkbox"/>

Routing – Please submit for approval in the following order

<input type="checkbox"/> Site Secretary	<input type="checkbox"/> Site Admin	<input type="checkbox"/> MOT Secretary	<input type="checkbox"/> Business Office	<input type="checkbox"/> Assistant Sup.	<input type="checkbox"/> MOT Secretary
Initials	Initials	Initials	Initials	Initials	Signature

Site Secretary Use

Bus Purchase Request #: _____ Admission Purchase Request #: _____

District Office Use Only

REQUEST ID #:	
EDULOG SUBMITTAL DATE:	
EDULOG APPROVAL DATE:	

# of Bus(es):	
Total Hrs of Use:	+ *1 =
Estimated Cost:	\$

1 bus @ \$76/hr + \$57/bus cleaning
 (45 minutes is added for cleaning)

