

Teacher Field Trip Checklist 2021-2022

Complete the attached and submit to Sharon Lentine by November 1, 2021 to be approved by the BOE:

- Teacher Application for Field Trip

Additionally after BOE approval:

Complete Aesop

Please notify Maschio Foods of the number of students who will miss lunch at least one week prior to your trip.

Provide MJ Schubert with a field trip attendance form at least one week before the trip.

Take attendance on the bus the morning of the trip and submit confirmed attendance list to the office before you leave on the day of the trip.

Confer with the school nurse for verification of any medical needs. This will allow the nurse to determine if she is required to attend or provide any information to you.

WARREN COUNTY TECHNICAL SCHOOL

2021-2022

TEACHER Application for Field Trip

Completed forms are to be given to Sharon Lentine by November 1st

Application Date: _____

Requested by _____

Date of Trip _____

Destination _____

Distance one way _____

Time leaving school _____

Time returning to school _____

Number of Students _____

Purpose trip/Educational benefit

Means of transportation: _____

If Ray needs to arrange for driver, he **Must Initial Here**, if Not, Please Ignore this Step _____

_____ School Bus Number Needed: 1 2 3 (\$73 Per Hour per Bus)

What is the total cost for transportation? (Hours out of building x hourly cost) _____ (A)

Names of chaperones (one for every 20 students)

Sub Needed Yes / No

Sub Needed Yes / No

Sub Needed Yes / No

Total Additional Costs (Entrance Fees, etc. including costs for Chaperones.) _____ (B)

Total Cost of Trip _____ (A+B)

What will be the Total Cost per Student? _____

How is transportation and trip being funded? _____

Approvals:

Disapproval & Reason:

Assistant Principal Date

Superintendent Date

Board of Education Date

WARREN COUNTY TECHNICAL SCHOOL

2021-2022

FIELD TRIP FLOW CHART

1. Teacher completes form. All financial information must be included.
2. Teacher will speak with Ray about scheduling a bus. Ray will initial the form.
3. Form goes to Sharon Lentine in the Guidance Office.
4. Form is reviewed by Jeff Tierney. Trip will either be approved or denied.
5. Form will be sent to the Business Office for Superintendent's approval and to be put on BOE Agenda.
6. Once approved by the Superintendent and BOE, form will be returned to Sharon.
7. Sharon will inform the teacher the trip has been approved by the Superintendent.
8. Sharon will give Ray a copy of the approved form.
9. If a bus is not available that day, Ray will inform the teacher.