

WARREN COUNTY TECHNICAL SCHOOL

Field Trips

1. Discuss the field trip with Bill Horn in the Main Office. If he gives you the okay, proceed with the paperwork.
2. Complete the Field Trip and Requisition forms, which should include any cost(s) associated with the trip.
3. Consult with Ray Gara regarding transportation. Ray will initial the form.
4. Give completed forms to MJ Schubert in the main office.
5. After ensuring the form is complete, MJ will forward the paperwork to Bill Horn for approval.
6. The BOE or Derrick Forsythe will give final approval or denial. The staff member will be notified of the decision.

Trips also require B.O.E. approval. Please take this into account. Meeting dates are posted on our website.

1. A minimum of 2 chaperones are required for all field trips
2. Be sure to put your absence in AESOP as a Field Trip. If you do not need coverage please check no sub needed.
3. Notify Maschio's Food Service about the number of students who will not be eating lunch at school
4. Provide MJ Schubert a list of students for attendance purposes
5. Please note that the school nurse needs a copy of the potential field trip roster before the trip (at least one week) to advise any medical conditions about the students. In some cases, a nurse may be required to attend the trip. Please be mindful of this moving forward.

If you have any questions, please see MJ in the main office.

WARREN COUNTY TECHNICAL SCHOOL
TEACHER Application for Field Trip
Completed forms are to be given to Sharon Lentine by December 1st
Application Date: _____

Requested by _____ Date of Trip _____

Destination _____

Time leaving school _____ Time returning to school _____ Number of Students _____

Purpose trip/Educational benefit

Means of transportation: _____

If Ray needs to arrange for bus, he **Must Initial Here**, if not, please ignore this step _____

_____ School Bus Number Needed: 1 2 3 **(\$88.64 Per Hour per Bus)**

Distance one way _____

What is the total cost for transportation? (Hours out of building x \$88.64) \$ _____ **(A)**

Requisitions for Bus attached

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, registration etc.) \$ _____ (B)

	Requisitions for Bus attached
	Requisitions for additional Costs attached Entrance Fees, registration, etc.)

Total Cost of Trip \$ _____ **(A+B)**

Approvals:

Assistant Principal Date

Superintendent Date

Board Agenda Date

