



Form A

FIELD TRIP CHECKLIST- REQUIRED ATTACHMENTS (FTC)

Campus Name:
<input type="checkbox"/> Field Trip Proposal Form <ul style="list-style-type: none"> • Completed Field Trip Proposal [FORM B]
<input type="checkbox"/> Chaperone Statement Acknowledging Responsibilities & Duties [Form D] <ul style="list-style-type: none"> • Chaperone count must uphold the 10:1 Student to Chaperone Ratio • Form is to be completed by both faculty and non-staff volunteers serving as chaperone • Review forms to secure that the chaperone type and chaperone's cell number is provided • Chaperone forms must coincide with the count of faculty and non-staff chaperone volunteers provided on the FTP form <i>(Revisions will be accepted, additional forms must be submitted two instructional days prior to trip date)</i>
<input type="checkbox"/> Fundraiser Permission and Financial Recap Form (Applicable, if funds are being raised for Field Trip)
<input type="checkbox"/> Transportation <ul style="list-style-type: none"> <input type="checkbox"/> Charter Bus/Van Rental P1-C, Invoice/Quote, & Financial/Analysis Report <i>(Must reference CIP & Line Code if Grant Funded)</i> <input type="checkbox"/> Spring ISD Transportation Printout of bus request <i>(Must reference Campus Action Plan & Line Coded if Grant Funded)</i> <input type="checkbox"/> Staff-Provided Copy of Driver's License & Insurance Card <i>(Applies to van rental or personal vehicle)</i> <input type="checkbox"/> Parent-Provided Copy of Driver's License & Insurance Card
<input type="checkbox"/> Title I/Grant Managed Field Trip Requests *(See Revised Process for Approving Title I Field Experiences) <ul style="list-style-type: none"> • Provide copy of lesson plan with referenced TEKS objectives • Must reference CIP & Title I/Grant Line Code
<input type="checkbox"/> Itinerary [FORM C] <ul style="list-style-type: none"> • Schedule of activities
<input type="checkbox"/> List of Student Names & Emergency Contact Numbers [FORM F] <ul style="list-style-type: none"> • Student list must coincide with the student count on the FTP <i>(Revisions will be accepted, revised student list must be submitted two instructional days prior to trip date)</i>
<input type="checkbox"/> Night Shift Schedule <ul style="list-style-type: none"> • Applicable for overnight field trips
<input type="checkbox"/> Parent/Guardian Approval Release Forms [FORM E] <ul style="list-style-type: none"> • Provide copy of one English/Spanish form completed in its entirety <i>(Must have parent signature)</i>
<input type="checkbox"/> Parent Meeting (Mandatory for overnight In-County/Out-of-County, Out-of State, or Out-of Country field trips) <ul style="list-style-type: none"> • Sign-in Sheets • Agenda

Note:

- When submitting FTPs for approval please adhere to the number of days allotted;
 - 15 Days prior to trip date for In-County Trips or Out-of-County Trips
 - 15 Days prior to trip date for In-County or Out-of-County Overnight Trips within Texas
 - 30 Days prior to trip date for Out-of-State Trips
 - 45 Days prior to trip date for Out-of-Country Trips
- Non-UIL competitions must include a complete FTP
- It's prohibited to charge/collect fees from students for educational field trips per policy [See FP (LEGAL)]
- Field Trip Coordinators must ensure their campus is in compliance with FMG (LOCAL) & FMG (REGULATION)
- When rescheduling a previously approved field trip, complete a new FTP and attach the initial signed/approved FTP form
- Cancellation/changes to school buses notify Spring ISD Transportation, or for charter busses contact vendor