MIAMI-DADE COUNTY PUBLIC SCHOOLS

Division of Athletics, Activities and Accreditation

FIELD TRIP HANDBOOK

2011-2012

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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General Information

Overview

- In accordance with School Board Policy 2340 (see page 3) field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools, arouse new interests among students, help students relate school experiences to the reality of the world outside of school, bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience, and afford students the opportunity to study real things and real processes in their actual environment.
- A school-sponsored field trip is recognized as one that **1)** meets the criteria specified in School Board Policy 2340; **2)** is properly authorized by the school principal, other Miami-Dade County Public Schools (M-DCPS) administrator, and/or the School Board, as applicable; and **3)** generally transpires during the course of the regular school year.
- Trips should be planned so that students are not absent from school. In the event this is not possible, absences shall be limited to the least number of school days possible.
- Only the sponsor, chaperones and students on the field trip roster may participate in a field trip. **No other persons may travel with the group or participate in the field trip.**
- Provisions must be made for the proper supervision of students by school employees. Volunteers are permitted to assist in such supervision as long as they have been cleared by the M-DCPS School Volunteer Program at Level I or Level II as appropriate for the trip. (See Chaperone/Volunteer information for details, page 9.)
- All chaperones must be at least 21 years of age and cleared as school volunteers at the level appropriate for the trip. (See Chaperone/Volunteer information for details.)
- The adult/student ratio shall be a minimum of 1:15 or less.
- If a student group has members of each sex then chaperones of each sex should accompany the group.
- Guidelines established by travel agencies for issuing scholarships to students and gratuitous tickets to parent chaperones for approved field trips must be strictly adhered to by the sponsor, principal, and Region staff.
- School-sponsored trips involving students traveling by air must be with an FAA-certified air carrier. All trips that involve transporting students by water must be approved by the Department of Safety and the Office of Risk Management. (See FM-6614 for information and details-page 49.)

- Students must have valid health insurance when traveling out of the country.
- Trips must not vary from approved itinerary except in the event of an emergency. An alternate plan should be devised for use in a situation that would create a disruption of the normal itinerary/routine.
- The sponsor should personally check each hotel room with the hotel representative to assess for additional charges, etc., at the time of check-out for overnight trips.
- **Students are not permitted to transport other students on field trips.**

2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS

Field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools, arouse new interests among students, help students relate school experiences to the reality of the world outside of school, bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience, and afford students the opportunity to study real things and real processes in their actual environment.

A field trip is any planned journey by one or more students away from District premises which is an integral part of a course of study and is under the direct supervision and control of an instructional staff member or any advisor designated by the Superintendent.

Other District-sponsored trips are defined as any planned, student-travel activity approved as part of the District's total educational program and is under the direct supervision and control of an instructional staff member or any advisor designated by the Superintendent.

The School Board does not endorse, support, or assume liability for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit District students for these trips within the facilities or on the school grounds of the District, and may not use District field trip forms, without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Approval must be obtained according to the District's administrative procedures.

The Superintendent shall prepare administrative procedures for the operation of both field and other District-sponsored trips, including athletic trips, which shall address:

A. the safety and well-being of students;

B. parental permission is sought and obtained before any student leaves the District on a trip;

C. proper planning of each trip, and that a field trip is integrated with the curriculum, evaluated, and followed by appropriate activities which enhance its usefulness;

D. the effectiveness of field trip activities judged by demonstrated learning outcomes;

E. proper supervision of students by school employees;

   Parents are permitted to assist in such supervision, if appropriately approved as volunteers (Policy **2430.01**). The adult/student ratio shall be 1:15 or less.

F. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;

G. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge;

H. provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;

I. provisions have been made at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities.

An instructional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip. When alteration of the itinerary is necessary, the instructional staff member in charge shall notify the administrative superior immediately.

School-sponsored trips involving students traveling by air must be with a Federal Aviation Administration certified air carrier.

School-sponsored trips involving students traveling by ship must be with a carrier certified by the U.S. Coast Guard.

School-sponsored trips involving students traveling by train must be with a carrier certified by the Federal Railroad Administration.

School-sponsored out-of-state trips involving students traveling by bus must be with a carrier certified by the Bureau of Motor Carrier Safety. Local and intrastate trips involving students traveling by bus must comply with Florida law and Board policies.

In the planning of field trips, absences from school should be restricted to the least number of school days possible. The educational purpose and length of the field trip must be approved by the principal. Provisions for students to make up assignments for classes missed due to participation in field trips must comply with procedures outlined in Policy **5200**.

Students shall not be denied the privilege of participating in a field trip because of financial need. A roster is to be submitted along with the field trip application request that includes the names, addresses, and telephone numbers of all students who are eligible to participate in the field trip regardless of the student's decision to participate in the trip. Clubs and/or organizations shall provide funds from fund-raising activities to assist students with demonstrable needs. Provisions shall be made, when necessary, to finance the field trip through fund-raising activities. Those students participating in the fund-raising efforts shall receive commensurate credit toward the trip.

Permission for students to participate in any of the following events within the State may be granted by the principal:

A. scheduled Florida High School Athletic Association events;

B. scheduled vocational student organization events;

C. scheduled interscholastic athletic events.

Requests for student groups other than those indicated above or pre-approved by the Board to leave the county for events, shall be directed by the principal to the Region Superintendent for approval or disapproval prior to the formulation of plans for the trip.

An ad hoc task force consisting of a representative from the Miami-Dade Council of Parent-Teacher Association/Parent-Teacher-Student Association, the Family and Community Involvement Advisory Committee, the United Teachers of Dade, Region and District administration, students and principals, will be appointed annually, by the Superintendent, or his/her designee, to develop a list of recommended out-of-county and out-of-state trips for submission to the Board for action prior to the 1st of September. Approval of this list by the Board would permit students to participate, providing the trip is recommended by the principal. All other out-of-state and out-of-country trips will require specific Board approval and shall be directed to the Superintendent and include the recommendation of the Administrative Director of the Division of Athletics/Activities and Accreditation.

Field trip requests to be approved by the Board may be submitted to the Administrative Director of the Division of Athletics, Activities and Accreditation at any time, but no later than thirty (30) school days before the Board meeting prior to the anticipated trip. In cases of emergency the Board may, upon request, permit exceptions to this requirement.

F.S. 1001.43

8640 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS

Regular or special-purpose school vehicles shall be used for transportation on field and other District-sponsored trips. These vehicles shall be owned or approved by the District and driven by approved drivers.

School-sponsored trips involving students traveling by air must be with a Federal Aviation Administration certified air carrier.

School-sponsored trips involving students traveling by ship must be with a carrier certified by the U.S. Coast Guard.

School-sponsored trips involving students traveling by train must be with a carrier certified by the Federal Railroad Administration.

School-sponsored out-of-state trips involving students traveling by bus must be with a carrier certified by the Bureau of Motor Carrier Safety; local and intrastate trips involving students traveling by bus must comply with Florida law and School Board policies.

All field trips shall be supervised by members of the staff. Any time students are in the vehicle, at least one (1) staff member or chaperone is also expected to ride in the vehicle to supervise students upon return to the District and while they are waiting for rides home.

All students are expected to ride in the approved vehicle to and from each activity. A special request must be made to the principal by the parent, in writing or in person, to allow an exception.

District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission.

F.S. 1006.21

MEMORANDUM October 6, 2003

TO: Mercedes Toural, Chief Education Officer and
Deputy Superintendent of Schools

FROM: Board Attorney's Office

RE: **LEGAL OPINION REGARDING FIELD TRIPS**

By memorandum dated September 3, 2003 (copy attached), you have asked a series of questions seeking clarification about whether or not schools may conduct field trips when students are out of school during the summer and not attending summer school. Our research indicates that the rules and procedures governing field trips in the summer are the same as those for field trips during the school year. Also attached is a copy of School Board Rule 6Gx13-6A-1.22 and M-DCPS Field Trip Procedures 2002-2003 prepared by School Operations that may provide additional guidance in answering most of your questions.

Your questions are presented and answered as follows:

1a. May a school site administrator approve a field trip during the summer months when school is not in session? (This excludes J.R.O.T.C. programs, since it is a requirement by the military service that program participants attend summer training camp.)

We interpret the term "school site administrator" to be limited to the school principal. Accordingly, school principals may approve certain field trips. Other types of trips require additional approvals from the ACCESS Center Director, the Superintendent and/or the School Board depending on what type of trip it is and where the students will be going. The procedures for all types of trips, whether school is in session or not, i.e., in-county, out-of-county, in-state, out-of-state, and out-of-country, are outlined in School Board Rule 6Gx13-6A-1.22 and the Field Trip Procedures.

1b. If the answer to 1a. is no, then does this also preclude coaches/sponsors of teams or clubs from taking students on their own and possibly using internal accounts from their school to attend summer camp/tournament activities?

We have not found, nor has any authority been brought to our attention, that authorizes coaches and sponsors of teams or clubs to take students on their own to attend summer camp and tournament activities utilizing school district funding. If they do so, without going through the proper procedures as mandated by School Board Rule 6Gx13-6A-1.22 and the Field Trip Procedures, they risk personal liability for acting outside the scope of their authority as school district employees.

2. **When summer school is in session, may a student who is enrolled in the school, but not attending summer school, participate in a school sponsored field trip?**

This is an administrative decision. We find no legal impediment to allowing a student who is enrolled in the school but not attending summer school to participate in a school sponsored field trip during the summer school session.

3. **May a student who graduated in June from a Miami-Dade County Public School high school participate in a summer field trip in order to compete at a culminating national level competition? Currently, the district permits summer trips for culminating national level competitions. Graduating twelfth grader(s) who participated with the competing group during the school year (e.g. vocational, drama and debate competitions) were also allowed to participate.**

The answer is in the affirmative.

4. **During the summer may a school site administrator permit student(s) enrolled in their school, but not enrolled in summer school, to attend a student exchange program in another state or country?**

See answer to Question #2.

JOHNNY BROWN
School Board Attorney

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Chaperone/ Volunteer Guidelines

Chaperone/Volunteer Guidelines

School-site employees of the school sponsoring the field trip as well as volunteers who have been cleared by the M-DCPS School Volunteer Program (application completed, entered online, background check processed and approval received by the school) are permitted to serve as chaperones for field trips, if the person is 21 years of age or older.

Employees at M-DCPS work locations other than the one sponsoring the field trip must complete the School Volunteer Program clearance process prior to chaperoning any field trip that is not sponsored by their work location.

All volunteers will undergo a background check.

VOLUNTEER LEVELS

- ***Pending:*** registered, but are not yet cleared (these individuals are not eligible to serve as a chaperone).
- ***Level I:*** cleared volunteer who is limited to positions that are not "high security" (no fingerprinting required). A Level I volunteer can chaperone a field trip that is **NOT** an overnight trip involving hotel or similar accommodations.
- ***Level II***: cleared volunteer who can volunteer in any capacity, including "high security" positions **and** overnight trips involving hotel or similar accommodations (fingerprinting required).

PROCEDURE TO BECOME A VOLUNTEER

Procedures delineated by the M-DCPS School Volunteer Program must be followed. Information on such procedures can be found at the Parent Portal, http://myportal.dadeschools.net/parent or by calling 305-995-2995.

CHAPERONE/VOLUNTEER OVERVIEW

- Chaperones/volunteers may not bring preschoolers or children who are not registered at the school for which they are volunteering on the trip.
- Chaperones/volunteers may not be left alone to supervise students. The visual and auditory presence of an M-DCPS employee must be maintained at all times.
- Chaperones/volunteers must be appropriately dressed at all times.
- Chaperones/volunteers must wear an identifying badge whenever serving as a volunteer.
- Chaperones/volunteers must sign in and out every time they serve the school.
- Chaperones/volunteers are responsible for student safety above all else.

- Chaperones/volunteers must immediately report to someone in authority any safety concerns or emergency issues relating to students.

- Chaperones/volunteers must follow the School Board Policy 3210 – Standards of Ethical Conduct, School Board Policy 3210.01 - Code of Ethics and School Board Policy 3213 – Student Supervision and Welfare.

- Chaperones/volunteers must not discipline or inappropriately touch students.

- Chaperones/volunteers may not give students gifts, rewards, or food items of any kind without the teacher's/ parent's permission.

- Chaperones/volunteers must always serve as positive role models using appropriate language and discussing only age-appropriate matters with students.

- Chaperones/volunteers must check attendance and know the whereabouts of students at all times.

- Chaperones/volunteers must be 21 years of age or older, even if the person is an M-DCPS employee.

- Chaperones/volunteers on out-of-town or overnight trips assume 24 hour-a-day responsibility. Chaperones/volunteers are always "on duty."

- Chaperones/volunteers are prohibited from sharing a room with students.

- Chaperones/volunteers are to remain with the group at all times.

- Chaperones/volunteers are prohibited from consuming alcoholic beverages or using mood modifiers at any time.

It is imperative that sponsors and chaperones remain with the group during the entire trip.

Approval Process

Approving Field Trips

- Requests for in-county field trips should be processed a minimum of two weeks prior to the scheduled date of the trips with final approval or disapproval being granted by the school principal.

- Permission for students to participate in all events listed on the Florida High School Athletic Association calendar, all Middle School Athletic Program events and all regularly scheduled interscholastic athletic events within the state, may be granted by the school principal. When sleeping arrangements or hotel accommodations are required, there must also be Region approval. School sites and Region offices are not held to the minimum of two weeks prior notification for athletic events.

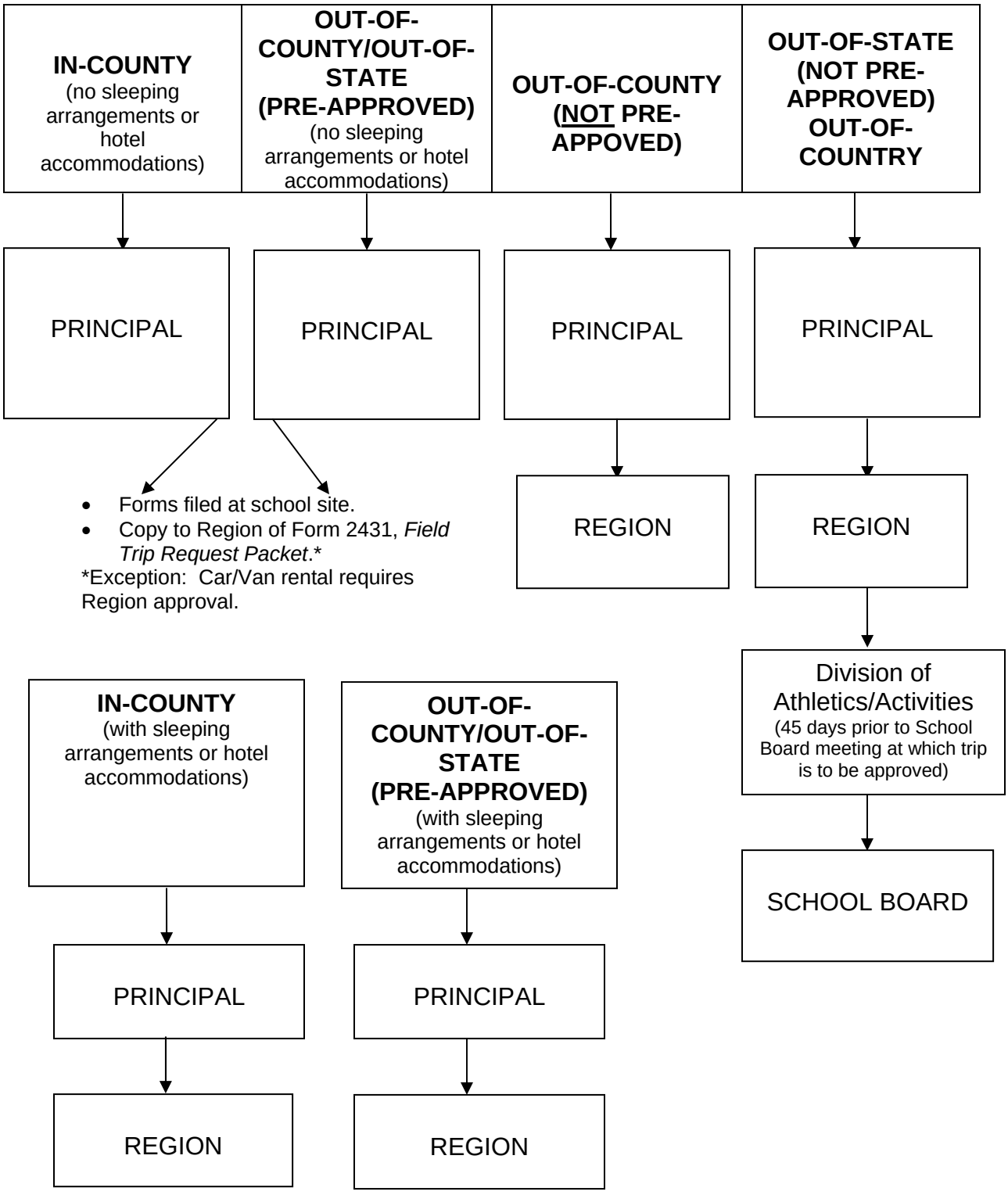
- A committee will be appointed annually by the Superintendent of Schools to develop a list of recommended out-of-county/state trips for submission to the School Board for approval. Approval of this list by the School Board permits students to participate, providing the trip is recommended by the school principal. All other out-of-state trips (not pre-approved) will require specific School Board approval and shall be directed to the Superintendent of Schools, and shall include the recommendation of the Region Superintendent.

- Requests for student groups to leave the county for events not pre-approved by the School Board shall be directed to the Region Superintendent for approval or disapproval prior to the formulation of plans for the trip. (NOTE: FHSAA events are pre-approved by the School Board – see page two of *Field Trip Request Packet* FM-2431 (Rev. 08/11), pages 34-42.

- Field Trip Requests that must be approved by the School Board must be submitted to the Director of Athletics/Activities at least 45 school days before the School Board meeting prior to the anticipated trip. In cases of emergency, the School Board may, upon request, permit exceptions to this requirement.

*See Approval Chain Chart on page 12.

APPROVAL CHAIN



Procedures
&
Responsibilities

All M-DCPS Personnel

All personnel involved with submitting or approving field trip requests must follow the rules, regulations, and procedures listed below. The listed procedures will indicate the responsibilities of the sponsor, school principal, Regional Superintendents, and the Division of Athletics/Activities and Accreditation.

1. Carefully review School Board Policy 2340 - Field and Other District-Sponsored Trips (page 3), before beginning preparations for a field trip.

2. Check the list of pre-approved field trips (page two of *Field Trip Request Packet* FM-2431.

3. All submitted field trip requests must contain the following:

    a. Letter of invitation or written justification for the trip
    b. Complete itinerary
    c. *Field Trip Request Packet* (FM-2431), pages 34-42
    d. *Travel Expense Report By Faculty When Accompanying Students (FM-0994), page 43*
    e. *Field Trip Reconciliation (FM-7235), page 48*
    f. Car/van rental form *Request for Travel Expense Advance/Reimbursement (FM-1104), page 46*

    If applicable, Approved to Use Private Vehicle (FM-6298), page 45

4. All field trip requests which require School Board approval must be submitted to the Director of Athletics/Activities and Accreditation, SBAB Annex, Room 325, or Mail Code 9723, at least 45 school days before the School Board meeting prior to the anticipated trip.

The following responsibilities and procedures for field trips are categorized as sponsor, school principal, Region Superintendents and Division of Athletics/Activities and Accreditation.

Sponsor's Responsibilities

1. Request permission from the school principal to conduct a field trip before initiating the planning stages.

2. Review all rules and regulations:

   A. School Board Policy 2340, page 3.
   B. Required documentation – *Field Trip Request Packet* (FM-2431) pages 34-42, letter of invitation, complete itinerary
   C. List of approved out-of-county/state field trips.

3. For water-related field trips: (with the exception of GMAC, Middle School Athletics Program (MSAP) and FHSAA events):

   A. Refer to *Water Safety Manual*.
   B. Verify with the Office of Risk and Benefits Management that a current certificate of insurance is on file for the organization/site (305-995-7133).
   C. Contact the Department of Safety, Environment & Hazards Management to verify that the activity meets the requirements for water safety (305-995- 4949).
   D. Complete *Water Related Field Trip Packet* (FM-6614), pages 49-55.

   NOTE: Students participating in a GMAC, FHSAA and MSAP water sport such as swimming and water polo are not required to complete a *Water Related Field Trip Packet.*

   E. Verification that participating students have passed the American Red Cross Level III Swimming Standard (See Water Related Field Trip Packet, FM-6614) pages 49-55.

   NOTE: Students participating in a GMAC, FHSAA and MSAP water sport such as swimming and water polo are not required to submit this verification.

4. Refer to the Financial Guidelines section, page 21, and consult with the school treasurer to ensure proper procedures are followed.

5. Ensure that adequate funding is procured to fund the trip.

6. Secure completed and signed parent permission form (which includes transportation information) from each student who will participate in the field trip. **Emphasis should be placed on complete medical information**.

7. Ensure all chaperones/volunteers are cleared at either Level I or II, page 9, as appropriate for the trip.

8. Complete the *Field Trip Request Packet* (FM-2431), page 34, attaching the following information, and submit to the school principal or designee for approval:

    a. Complete itinerary, including coordination of transportation and hotel information
    b. If applicable, letter of invitation or written justification for the trip.
    c. *Travel Expense Report By Faculty When Accompanying Students (FM-0994), page 43*
    d. *Field Trip Reconciliation (FM-7235), page 48*
    e. Car/van rental form *Request for Travel Expense Advance/Reimbursement (FM-1104), page 46*

    If applicable, Approved to Use Private Vehicle (FM-6298), page 45.

9. Upon approval of trip:
    A. Ensure that the chaperones have available and accessible to them during the trip:
        1. A copy of the field trip roster page from the *Field Trip Request Packet* (FM-2431)
        2. A copy of all parent permission forms with emergency contact information
        3. Evacuation/Fire Protection information
        4. Any other information that will assist them with their responsibilities for students during the trip.

    B. Forward one copy of the *Field Trip Request Packet* (FM-2431) to the school cafeteria manager and the school attendance clerk.

10. For trips requiring School Board approval, submit all necessary documents concerning the field trip to the school principal at least eight (8) weeks before the School Board meeting prior to the anticipated field trip.

11. All trips requiring School Board approval must be submitted to the Division of Athletics/Activities and Accreditation at least 45 days before the School Board meeting prior to the trip. Signatures of Principal and Region must be on appropriate forms.

It is imperative that sponsors and chaperones remain with the group at all times during the trip.

Principal's Responsibilities

1. Grant permission or reject field trip requests before the sponsor enters the planning stages and notify the sponsor of the status of the trip.

2. Validate all items on the *Field Trip Request Packet* (FM-2431), pages 34-42, the itinerary, and the letter of invitation. Ensure complete use of form and accuracy of information.

3. Review field trip dates to ensure a minimal number of school days are missed. Student exchange programs and pre-approved Out-of-County/Out-of-State trips (FM-2431) are excluded.

4. Submit all original documents for Out-of-County/Out-of-State (not pre-approved) field trips to Region Superintendent for approval.

5. Submit all original documents for field trips requiring School Board approval to the Region Superintendent at least 60 days before the School Board meeting prior to the anticipated field trip.

6. Follow up with the Region regarding approval of the trip.

7. Notify sponsor of the approval or denial of the requested trip.

8. Notify the Region of all trips, including those that are pre-approved.

9. For out of country trips, complete the United States Government Travel Registration form on line for all students participating.

Region Superintendent's Responsibilities

For In-County (no sleeping arrangements or hotel accommodations)

In-county field trips that do not involve sleeping arrangements or hotel accommodations do not require Region approval. Copies are filed at the school site.

Documentation is submitted to the Region for informational purposes only. A copy should be kept on file at the Region.

For In-County (with sleeping arrangements or hotel accommodations)

In-county field trips that do involve sleeping arrangements or hotel accommodations require Region approval of the *Field Trip Request Packet* (FM-2431), pages 34-42.

For Out-of-County/Out-of-State on the School Board approved list (no sleeping arrangements or hotel accommodations)

1. No Region approval required. These field trips are approved by School Board Policy 2340 – Field and Other District-Sponsored Trips, and the list can be found on the *Field Trip Request Packet* (FM-2431).

2. Documentation is submitted to the Region for informational purposes only. A copy should be kept on file at the Region.

For Out-of-County/Out-of-State on the School Board approved list (with sleeping arrangements or hotel accommodations)

1. Region approval of the *Field Trip Request Packet (FM-2431)* is required. These field trips are approved by School Board Policy 2340.

2. Once the *Field Trip Request Packet (FM-2431*) is approved, a copy should be kept on file at the Region.

For Out-of-County/Out-of-State NOT on the School Board approved list and all Out-of- Country

1. Review the *Field Trip Request Packet* including all attached documents.

2. Sign the *Field Trip Request Packet* (FM-2431) and return the original request and attached documents to the school. Make one copy of the request with all attached documents to be filed at the Region.

Division of Athletics, Activities and Accreditation's Responsibilities

For Out-of-State not on the School Board approved list and all Out-of-Country

1. Review the field trip request including all attached documents.
2. Prepare School Board agenda item requesting approval for the field trip.
3. Notify the school principal of the School Board's decision.
4. For out-of-country trips, remind the school site to complete the United States Government Travel Registration form on line for all students participating.

Transportation

Transportation

Private Vehicle Use

The use of private vehicles for transportation of students is discouraged. When use of privately owned cars is absolutely necessary, there must be: (1) signed parental consent on the parental permission form; (2) approval by the school principal in writing on the prescribed form specifying: date of use; points of departure and return; name of vehicle owner; owner's insurance coverage; and the amount of any compensation to be paid by the school. **Additionally, students are not to transport other students**.

Only school-site employees and cleared (Level I or II) volunteers may transport students on field trips when the following procedures are followed:

1. *Request for Approval to Use Private Vehicle for Transporting Students* (FM-6298), page 45 is completed.
2. A copy of the employee/volunteer's driver's license and insurance information is submitted with FM-6298 for verification.
3. The vehicle meets the Federal Guidelines for transporting students (1006.22, F.S.). (See below.)
4. The school principal has approved the use of the private vehicle, indicated by his/her signature on FM-6298.
5. Only the vehicle and driver approved by the school principal on FM-6298 may be utilized.

According to Florida State Statute 1006.22, "When approval is granted for the transportation of students in a privately owned vehicle, the provisions of s. 1006.24 regarding liability for tort claims are applicable. District school board employees who provide approved transportation in privately owned vehicles are acting within the scope of their employment. Parents or other responsible adults who provide approved transportation in privately owned vehicles have the same exposure to, and protections from, risks of personal liability as do district school board employees acting within the scope of their employment."

Florida law has been amended to permit the transportation of students in multipurpose vehicles (MPVs) such as vans and minivans, subject to certain requirements and exceptions.

Specifically, Section 1006.22, "When the transportation of students is provided as authorized in this subsection, in a vehicle other than a school bus that is owned, operated, rented, contracted, or leased by a school district or charter school, the vehicle must be a passenger car or multipurpose passenger vehicle or truck designed to transport fewer than 10 students. Students must be transported in designated seating positions and must use the occupant crash protection system provided by the manufacturer unless the student's physical condition prohibits such use."

In addition to private passenger vehicles, minivans, and approved yellow school buses, some sport utility vehicles are authorized for use in a school function or event under the following conditions:

1. The function or event is a single event that is not part of scheduled services or a sequence of events to the same location.

2. Transportation is not available, or use of a school bus is not practical.

3. Each student's parent or guardian is notified in writing and written consent is given before a student is transported in any privately owned vehicle.

4. The sport utility vehicle (SUV) has a wheelbase greater than 110 inches. Consult the district's list of approved SUVs before approving the use of the vehicle. (Risk Management 305-995-7133.)

Rental Vehicle Use

- When a vehicle is rented to be used to transport students on any field trip, the *Request for Travel Expense Advance/Reimbursement* (FM-1104) must be submitted for approval by the Principal and the Region.

- All rental vehicles must meet the same safety guidelines as specified in the Private Vehicle Use section (above).

- The rental company must be a M-DCPS approved vendor.

- When renting a vehicle for field trip use, schools may wish to consider renting a vehicle from Avis under the state contract. Schools are allowed to use purchase orders for rentals under this contract. Further information can be found by contacting Ms. Sharon McCarty, Account Service Representative, at 1-800-525-7521, Ext. 32520.

Financial Guidelines

Financial Guidelines

- All money collected from students and/or revenue generated from student club activities will be submitted to the school treasurer to fund school-sponsored field trips accounted for through the school's internal fund.

- Members of school-allied organizations may not independently collect and deposit money from students in their organization's checking account to subsequently pay for a school-sponsored field trip.

- At the principal's discretion, members of school-allied organizations may be allowed to assist school staff in collecting money from students for school-sponsored field trips as long as Internal Fund procedures are adhered to and all collections are submitted to the school treasurer for deposit.

- School-allied organizations are welcomed to make monetary donations to the school, accompanied by a donation letter specifying the intent to fund entirely or partially subsidize the cost of school-sponsored student field trips; however,

    - All field trip arrangements (i.e., transportation, admission, lodging, etc.) and respective payments for school-sponsored student field trips must be made by the school in accordance with all applicable School Board policies and procedures.

    - School-allied organizations may **not** independently make travel arrangements or respective payments to vendors for school-sponsored field trips.

- The amount collected from students for a field trip must only include actual expenses for the trip (i.e., admission fees, transportation, lodging, when applicable), including a provision to cover the expenses of chaperones accompanying the students. The amount may be rounded to the nearest dollar, thus preventing excessive balances to accumulate in Field Trip functions as a result of extra charges imposed on students for field trips.

- The number of chaperones for whom expenses may be paid from student funds collected shall be limited to the teacher/chaperone-to-student ratio established by district guidelines stipulated in School Board Policy 2340 - Field and Other District-Sponsored Trips, and the M-DCPS Field Trip Handbook. (The adult/student ratio shall be a minimum of 1:15 or less)

- At the principal's discretion, senior high school students only may be authorized to conduct up to two (2) out-of-county field trips each fiscal year as fundraising activities by collecting an extra set charge per student for attending. The proceeds resulting

from the extra amount collected for these field trip “fundraisers” are to be used specifically towards defraying the cost of senior class activities (i.e., prom, Grad Nite/Grad Bash, senior class award banquets, etc.) and graduation expenses. The principal must approve the extra amount collected to ascertain that it is reasonable. All Internal Fund policies and procedures regarding fundraising activities apply to these allowed field trip fundraisers.

- Students shall not be denied the privilege of participating in a field trip or school activity because of financial need. Provisions shall be made, when necessary, to finance the field trip through fundraising activities. At the principal’s discretion, available funds in the General Miscellaneous (0801), General Donations (0812) or Special Purpose (0458), functions may also be used for this purpose.

- When an authorized field trip is scheduled to take place on school grounds, in order to minimize risk to students and reduce cost, the in-house field trip must comply with the following:

    - The in-house field trip must meet educational objectives, be directly related to the curriculum or be necessary to the fulfillment of obligations to the athletic and activity programs.

    - It **cannot** be an entertainment form of event for which admission is charged.

    - If as a result of having the field trip in-house, a vendor will be coming to the school and have access to the school grounds when students are present or have direct contact with students, the vendor will have to meet all the District’s background-screening requirements.

    - Consideration should be given to ensure that the vendor would practice adequate care to avoid injury to students/school personnel or damage caused to the grounds or buildings by their equipment or personnel.

    - The principal or designee must authorize the service to be provided by completing the Agreement Form for Contracted Services (FM-2453).

- The School Board does not endorse, support, or assume liability for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit District students for these trips within the facilities or on the school grounds of the District, and may not use District field trip forms, without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Approval must be obtained according to the District's administrative procedures.

- Advance payment of the full amount of a field trip, particularly when the vendor has a "No Refunds" policy, should only be made when the students/participants are notified that advance payment is required and that the vendor has a "No Refunds" policy, when applicable. This notation may be made via memorandum form or on the Field Trip Permission Slip to be signed by the participant and/or his/her parents.

The following pages are from the M-DCPS Manual of Internal Fund Accounting for Elementary and Secondary Schools, Section IV, Chapter 1 – Field Trips.

All policies and procedures must be followed.

I. GENERAL DESCRIPTION

In accordance with School Board policy, SB Rule 6Gx13- 6A-1.22, field trips for students may be permitted as long as these trips **1)** have value in meeting the educational objectives, **2)** are directly related to the curriculum, **3)** or are necessary to the fulfillment of obligations to the interscholastic athletic and activity programs. The district's Division of Full Service Schools issues an annual handbook titled Field Trip Procedures that addresses the School Board's guidelines regarding the approvals, transportation, field trip forms, etc. All schools must obtain a copy of this handbook and comply with the policies and procedures stipulated therein.

All money collected from students, donations received by schools, and student fundraising proceeds raised to cover the costs for participating in school-sponsored field trips must be accounted for in the schools' Internal Fund. This chapter sets forth the accounting policies and procedures relating to school-sponsored field trips.

II. GENERAL POLICY

A. A school-sponsored field trip is recognized as one that **1)** meets the criteria specified in SB Rule 6Gx13- 6A-1.22; **2)** is properly authorized by the school principal, other M-DCPS administrator, and/or the School Board, as applicable; and **3)** generally transpires during the course of the regular school year.

B. All money collected from students and/or revenue generated from student club activities to fund school-sponsored field trips must be accounted for through the school's Internal Fund and submitted to the school treasurer to be deposited in the school's checking account.

1. Members of school-allied organizations **may not** independently collect and deposit money from students in their organization's checking account to subsequently pay for a school-sponsored field trip.

2. At the principal's discretion, members of school-allied organizations may be allowed to assist school staff in collecting money from students for

school-sponsored field trips as long as Internal Fund procedures are adhered to and all collections are submitted to the school treasurer for deposit.

C. School-allied organizations are welcomed to make monetary donations to the school, accompanied by a donation letter specifying the intent, to fund entirely or partially subsidize the cost of school-sponsored student field trips; however,

1. All field trip arrangements (i.e., transportation, admission, lodging, etc.) and respective payments for school-sponsored student field trips must be made by the school in accordance with all applicable School Board policies and procedures.
2. School-allied organizations may not independently make travel arrangements or respective payments to vendors for school-sponsored field trips.

D. The amount collected from students for a field trip must **only include actual expenses for the trip** (i.e., admission fees, transportation, lodging, when applicable), including a provision to cover the expenses of chaperones accompanying the students.

1. The amount may be rounded to the nearest dollar, thus preventing excessive balances to accumulate in Field Trip functions as a result of extra charges imposed on students for field trips.
2. The number of chaperones for whom expenses may be paid from student funds collected shall be limited to the teacher/chaperone-to-student ratio established by district guidelines stipulated in the Field Trip Procedures Manual.

E. At the principal's discretion, **senior high school students only** may be authorized to conduct up to two (2) out-of-county field trips each fiscal year as fundraising activities by collecting an extra set charge per student for attending.

1. The proceeds resulting from the extra amount collected for these field trip "fundraisers" are to be used specifically towards defraying the cost of

senior class activities (i.e., prom, gradnite/gradbash, senior class award banquets, etc.) and graduation expenses.

2. The principal must approve the extra amount collected to ascertain that it is reasonable.
3. All Internal Fund policies and procedures regarding fundraising activities apply to these allowed field trip fundraisers.

F. Students shall not be denied the privilege of participating in a field trip or school activity because of financial need. Provisions shall be made, when necessary, to finance the field trip through fundraising activities. At the principal's discretion, available funds in the Trust Program (5004) Special Purpose (0458) function may also be used for this purpose.

1. At the principal's discretion, the cost of trips to **educational/curriculum related competitions or athletic events in which students participating will do so in representation of the school** may also be paid from available funds in the General Program (5008) General Miscellaneous (0801) or General Donation (0812) functions.
2. The expenditures that may be paid from these functions **are limited to registration fees, transportation, lodging, and a restricted advance for incidentals, not to include meals.**

G. When an authorized field trip is scheduled to take place on school grounds, in order to minimize risk to students and reduce cost, the in-house field trip must comply with the following (inclusive of all referenced Board Rules):

1. Meet educational objectives, be directly related to the curriculum or be necessary to the fulfillment of obligations to the athletic and activity programs (see Board Rule, 6Gx13- 6A-1.22, Field Trips),
2. Cannot be an entertainment form of event for which admission is charged (see Board Rule 6Gx13- 1D-1.07, Entertainment Sponsored by the School or Its Allied Organizations),

3. If as a result of having the field trip in-house a vendor will be coming to the school and have access to the school grounds when students are present, or have direct contact with students, the vendor will have to meet all the District's background-screening requirements,
4. Consideration should be given to ensure that the vendor would practice adequate care to avoid injury to students/school personnel or damage caused to the grounds or buildings by their equipment or personnel.
5. The principal or designee must authorize the service to be provided by completing the *Agreement Form for Contracted Services* (FM-2453) as stipulated on Section II, Chapter 6 of this manual.

Additionally, all the rules regarding field trip funding and collections apply to in-house field trips.

H. School Board official field trip forms (i.e., *Parent Permission Forms* {FM-4573}, *Field Trip Permission Request Forms* {FM-2431}, or *Field Trip Rosters* {FM-3530}) may only be used for approved school-sponsored field trips that are coordinated and will be paid for from school funds (either from Internal Fund or tax-dollar budget revenue).

I. When teachers or school staff choose to sponsor/organize trips for students that are not part of the Miami-Dade County Public Schools curriculum, they are acting on their own and outside the scope of their employment. (Refer to the district's Field Trip Procedures Manual and Student Activities Handbook.)

1. The use of any official Miami-Dade County Public Schools (M-DCPS) forms (i.e., *Parent Permission Forms* {FM-4573}, *Field Trip Permission Request Forms* {FM-2431}, or *Field Trip Rosters* {FM-3530}) by teachers and school staff for trips they are sponsoring on their own is prohibited.
2. The teacher or school staff organizing the trip must disclose to the participants that they are acting outside the scope of his/her employment, thereby acting independently from the school.

II. GENERAL PROCEDURES

A. The collection of money for school-sponsored field trips must be performed in accordance with the policies and procedures set forth in ***Section II, Chapter 2, Collection or Money*** of this manual, and submitted to the school treasurer for deposit in the school's Internal Fund checking account.

B. The school treasurer will record these collections and related disbursements in the system as follows:

1. In-County Field Trips - such collections shall be posted in the *Trust Program (5004)* using different Field Trip functions, as assigned by the treasurer, for each grade level, team, or class group *(i.e., Field trips 1 can be used for Kindergarten class trips, Field trips 2 can be used for 1st grade class, Field trips 3 can be used for 2nd grade class, etc)*. Respective disbursements will be recorded in the appropriate functions accordingly. Available field trip functions for in-county trips include the following:

   a. Field Trips 1 (function 0415)
   b. Field Trips 2 (function 0446)
   c. Field Trips 3 (function 0447)
   d. Field Trips 4 (function 0448)
   e. Field Trips 5 (function 0449)
   f. Field Trips 6 (function 0450)
   g. Field Trips 7 (function 0451)

   (Refer to the *Internal Fund Chart of Accounts* for additional field trip functions that can be activated, as needed, by the district's Internal Fund Accounting Section.)

2. Out-of-County Field Trips - such collections will be posted in the *Trust Program (5004)* using different Out-of-County - Field Trip functions, as assigned by the treasurer. Respective disbursements will be recorded in

the appropriate functions accordingly. Available out-of-county field trip functions include the following:

a. Field Trips A – Out-of-County (function 0546)
b. Field Trips B – Out-of-County (function 0547)
c. Field Trips C - Out-of-County (function 0548)

(Refer to the *Internal Fund Chart of Accounts* for additional field trip functions that can be activated, as needed, by the district's Internal Fund Accounting Section.)

3. An adequate description of the collection, which should include the teacher's name and destination, should be entered in the system when posting the transaction, (*i.e., Ms. Smith 2nd grade Seaquarium trip, Mr. Johnson 5th grade MetroZoo trip*, etc.).
4. When disbursements are recorded in the system, the description must include the name of the vendor for which the payment was issued. The issuing of blank checks to be taken by school staff for payment of field trips is prohibited.
5. An invoice or paid receipt from the vendor must be kept on file for audit purposes. School employees can be reimbursed, from the respective field trip account, for admission charges paid by them on behalf of students in the event that the school check issued was short of the amount due, and as long as a receipt from the vendor is submitted as documentation. Refer to ***Section II, Chapter 5, Disbursement Procedures*** of this manual for complete guidelines regarding disbursements.

C. In cases wherein the cost of the field trip is funded all or in part through fundraising activities, the treasurer will not record fundraising revenue in a field trip function. Instead, the revenue will be recorded as follows:

1. In a Classes and Clubs Program (5003) function applicable to the class or club that is raising the funds for the field trip (*i.e., Team A - function*

[0148], Cheerleaders – function [0082], Student Council – function [0191]).

2. The treasurer may transfer the fundraising proceeds to the respective field trip account and issue all field trip related disbursements from the field trip account **(or)** may post the check to the different functions for the corresponding amounts to be charged to each function.

D. In cases wherein the cost of the trip is funded by the school from the General Miscellaneous (0801), General Donations (0812) or the Special Purpose (0458) functions, the treasurer will record the expenditures, including those of the faculty/staff sponsor/chaperone, as follows:

1. Expenditures will be recorded in the General Program (5008) School Representation - Students function (0815) when expenditures are subsidized by revenues from the General Miscellaneous or General Donations functions.
   a. No transfers of funds are necessary to cover the negative balance that will result in function (0815).
   b. Expenditures incurred for faculty/staff accompanying students on these trips will not apply to the travel amount threshold allocated for administrative professional travel; however, the number of faculty/staff/chaperones accompanying students for whom the school will fund the expenditures shall not exceed the required number according to the teacher-to-student ratio prescribed by district policy in the Field Trip Procedures handbook.

2. Expenditures will be directly recorded in the Trust Program (5004) Special Purpose (0458) function when expenditures are subsidized by revenues from this function.

E. For approved in-county/out-of-county student field trips, the following procedures must be followed:

1. Travel arrangements must be made in advance by designated school personnel (*i.e., activities director, club sponsor, team coach, etc.*) in accordance with district policies and procedures set forth in the Field Trip Procedures handbook issued by the Division of Full Service Schools.
2. Payments to vendors for field trip expenses must be initiated via a properly completed *Check Requisition/JV Transfer* (FM-0992) form submitted to the school treasurer and ultimately approved by the principal or his/her designee. The school treasurer is responsible for providing the School Board's sales tax exemption number directly to vendors, when applicable.
3. Payment of registration fees, deposits, or partial payments required by vendors for certain field trips can be made by the school treasurer via an internal fund check. However, advance payment of the full amount of a field trip, particularly when the vendor has a "No Refunds" policy, should only be made when:

    a. The students/participants are notified that advance payment is required and that the vendor has a "No Refunds" policy, when applicable.
    b. This notation may be made via memorandum form or on the *Field Trip Permission Slip* to be signed by the participant and/or his/her parents.

4. The faculty sponsor/chaperone must complete a *Travel Expense Report by Faculty When Accompanying Students* (FM-0994) form prior to the trip in the following cases:

    a. When attending out-of-county field trips with students for school representation purposes (i.e., competitions, athletic events, etc.).

        1) Reimbursements to faculty/staff for incidental expenses incurred on trips accompanying students may be given as long as adequate supporting documentation (*i.e., vendor*

receipts, invoices, etc.) is submitted with the *Travel Expense Report by Faculty When Accompanying Students* (FM-0994) form at the conclusion of the trip.

2) Reimbursements must be approved by the principal.

b. When attending out-of-county field trips wherein a monetary advance is provided for incidental expenses to be paid by the faculty chaperone while on the trip.

1) If all expenses for a field trip are paid in advance via school check, this form is not required.

2) Reimbursements to faculty/staff for incidental expenses incurred on trips accompanying students may be given as long as adequate supporting documentation (*i.e., vendor receipts, invoices, etc.*) is submitted to the treasurer at the conclusion of the trip and approved by the principal.

5. Per diem amounts may be provided to students for meals and other anticipated expenses when attending out-of-county field trips when the trip is funded from student fundraising proceeds:

a. An equal per diem amount per student may be allocated from the balance of available fundraising proceeds after a provision for paying all other expenses has been made. If per diem amounts are not awarded from available fundraising proceeds, the balance in the account will carry over for future use.

b. When per diem amounts are given to students, the treasurer must be provided with the signatures of the students acknowledging receipt of these funds. Additional documentation (*i.e., vendor receipts, invoices, etc.*) supporting expenses paid by students from their per diem amounts is not required.

6. At the principal's discretion, advances may be given to faculty staff accompanying students on approved out-of-county school representation field trips to pay for incidental expenses.

   a. These advances should be given from the available balance of the respective "*Classes and Clubs"* function funding the trip or the *General Program – School Representation/Students function (0815)* when the trip is funded by the school. Advances provided shall not exceed available funds and are limited to $1,000.00 per trip. When cash advances provided are more than $500.00, travelers checks should be obtained.

   b. Adequate documentation (*i.e., vendor receipts, invoices, etc.*) is required to be submitted to the school treasurer to account for the money spent from this advance. Any unspent balance thereof must be returned to the treasurer for deposit into the respective Internal Fund function from which the advance was given.

F. Refunds to students for field trips that fail to transpire, as applicable, shall be issued by the school treasurer in accordance with ***Section II, Chapter 5 - Disbursement Procedures*** in this manual under the *"Refunds"* section.

G. Remaining balances in field trip functions that result **after all pertinent expenditures incurred during the fiscal year have been paid** may be:
   1. Refunded back to students, when practicable
   2. Transferred to a corresponding class/club/team function in the Classes and Clubs Program to be used for the benefit of the students accordingly
   3. Transferred to the General Miscellaneous function for general school use

H. The school principal must sign the required transfer form before the treasurer can execute the transfer. Authorization, in writing, from the REGION Center Superintendent and the Internal Fund Accounting supervisor must be obtained to transfer balances in field trip functions that exceed $1,000.00.

Forms

REGION USE ONLY
Stamp Date Received

FIELD TRIP REQUEST PACKET

(All forms in this packet must be completed)

PRE-APPROVED BY: BOARD POLICY 2340 ☐ FHSAA ☐

PERMISSION IS REQUESTED TO PARTICIPATE IN A FIELD TRIP. DATE _____

In-County ☐ Out-of-County ☐ Out-of-State ☐ Out-of-Country ☐

DESTINATION _____ ADDRESS _____

DATES OF TRIP:*(Include departure/return time)* FROM _____ TO _____

NAME OF SCHOOL GROUP *(Band, Debate, etc.)*_____

NAME OF SCHOOL GROUP SPONSOR _____ SPONSOR'S SIGNATURE _____

Number of Students in Group _____ Number of Students Participating in Trip _____

Cost to Each Student _____ Provision for Those Unable to Pay _____

Means of Funding Trip_____

Number of Teachers _____ Number of Parents _____ = Total Number Chaperones _____

PARENT PERMISSION SLIPS for participating students found in this packet must be on file in the Office of the Principal prior to the field trip.

PURPOSE FOR TRIP (Include objective, invitation and itinerary) _____

_____

TRANSPORTATION: *Private Vehicle (Name of Driver)_____

**Bus Company_____

Airline (Name of Carrier)_____

Other (Specify)_____

*Valid Driver's License verified? Yes _____ No _____ By Whom? _____
(Private Vehicle Only)

**Approved Private School Bus and Chartered Bus vendor verified by using the Department of Procurement Management website at http://procurement.dadeschools.net/field_trips.asp A printed copy reflecting vendor approval must be attached for review.

PRINCIPAL SIGNATURE _____ SCHOOL _____

REGION SUPERINTENDENT_____ DATE_____

(Return to school for submission to District/School Operations, Division of Athletics, Activities and Accreditation, if applicable)

- FORWARD ONE COPY OF THIS PAGE TO THE CAFETERIA MANAGER OF YOUR SCHOOL.
- FOR IN-COUNTY OR PRE-APPROVED TRIPS, FORWARD ONE COPY OF THIS PACKET TO THE REGION FOR REVIEW.
- FOR OUT-OF-COUNTY (NOT PRE-APPROVED), THIS PACKET MUST BE FORWARDED TO THE REGION FOR REVIEW AND APPROVAL.
- FOR OUT-OF-STATE (NOT PRE-APPROVED) AND OUT-OF-COUNTRY TRIPS, THIS PACKET MUST BE FORWARDED TO THE REGION AND THE DIVISION OF ATHLETICS/ACTIVITIES AND ACCREDITATION (MAIL CODE: 9723) FOR REVIEW AND SUBMISSION FOR BOARD APPROVAL.

FOR REGION AND/OR DISTRICT/SCHOOL OPERATIONS, DIVISION OF ATHLETICS/ACTIVITIES AND ACCREDITATION USE ONLY

Assistant Superintendent _____ Date_____

Deputy Superintendent_____ Date_____

APPROVED OUT-OF-COUNTY/OUT-OF-STATE TRIPS*
2011-2012

A. CLUBS AND ORGANIZATIONS AFFILIATED WITH NATIONAL ASSOCIATIONS**

1. American Automobile Association (AAA) School Safety Patrol
2. Business Professionals of America/Career Education Clubs of Florida (BPA/CECF)
3. Distributive Education Clubs of America (DECA), an Association for Marketing Students
4. Family, Career and Community Leaders of America (FCCLA)
5. Fine Arts: Alliance for Young Artists and Writers Scholastic Art Awards, Florida Art Education Association Conference, Florida Music Educators Association Conference, International Thespian Society, Music Educators National Conference, National Art Education Association, National Dance Education Organization, Southeastern Theatre Conference
6. Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA)
7. Future Educators of America (FEA)
8. Health Occupations Students of America (HOSA)
9. Junior State of America (JSA)
10. National Academy Foundation (NAF)
11. National Youth Crime Watch
12. SkillsUSA
13. Special Olympics
14. Southern Association of Student Councils (SASC)
15. Student Against Destructive Decisions (SADD)
16. Technology Student Association (TSA)
17. The National FFA Organization (FFA)
18. United States Department of Agriculture (USDA) Ambassadors

B. CURRICULUM/ACTIVITIES - RELATED ORGANIZATIONS**

1. Advanced academic/gifted student contests
2. Close-Up Program
3. College and University Tours
4. Columbia Scholastic Press Association Convention, Columbia University
5. Junior Reserve Officers' Training Corps (JROTC)
6. Magnet Programs (Theme-based)
7. Music groups, visual art exhibitions, theatrical groups, dance troupes, speech and debate teams cheerleader competitions and festivals
8. Museums located in Broward and Monroe Counties
9. National High School Model United Nations (NHSMUN)
10. SeaCamp (Big Pine Key, FL); John Pennekamp State Park (Key Largo, FL)
11. State and national academic conferences, fairs, and competitions
12. State and national invitational forensic tournaments
13. The African Sisters School Project
14. The Read to Lead Program
15. Yearbook Seminars
16. Zoological Centers and Nature Preserves located in Broward and Monroe Counties

C. GENERAL INTEREST ACTIVITIES

1. Busch Gardens
2. Busch Gardens Grad Nite/Universal Studios Grad Bash (for high school seniors only)
3. Cape Canaveral
4. Disney Animal Kingdom
5. Epcot Center
6. Events sanctioned by the Florida High School Athletic Association (FHSAA)
7. Everglades National Park
8. Related performing and visual arts events (e.g., New York, NY; Los Angeles, CA) ***
9. Related historical environs and special events (e.g., Atlanta, GA; Boston, MA; Chicago, IL; New Orleans, LA; New York, NY; Philadelphia, PA; Williamsburg and Jamestown, VA; Washington, DC; Eatonville, FL; St. Augustine, FL; Tallahassee, FL; Tampa, FL;) ***
10. Sea World

* Pre-approval does not indicate that funding is supplied.

** Trip designations for these events may change yearly. Trips outside of the United States require School Board approval. School sponsoring student travel outside the United States must complete the United States Government Travel Registration form on line.

*** Broward and Monroe County sites/events are included as part of this item.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FIELD TRIP ROSTER

INSTRUCTIONS

List all eligible student participants. Those eligible students who are not participating in the field trip should be indicated by an asterisk (*).

NAME OF SCHOOL _____

NAME OF SCHOOL GROUP _____

DESTINATION _____

DATE(S) OF TRIP: FROM _____ TO _____

PRINCIPAL'S SIGNATURE _____ DATE _____

NAME OF STUDENT	ID #	GRADE	STUDENT ADDRESS	TELEPHONE NUMBER
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

NAME OF STUDENT	ID #	GRADE	STUDENT ADDRESS	TELEPHONE NUMBER
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FIELD TRIP CHAPERONE LIST

INSTRUCTIONS

Chaperones must be 21 years of age or older. List below all persons who will serve as chaperones, including M-DCPS employees. Any person who is not employed at the school sponsoring this trip must have prior clearance from the M-DCPS School Volunteer Program at Level I or Level II as appropriate for the trip (list the volunteer number in the space provided).

NAME OF SCHOOL _____

NAME OF SCHOOL GROUP _____

DATE(S) OF TRIP: FROM _____ TO _____

DESTINATION _____

NAME	PHONE	VOLUNTEER NUMBER/ EMPLOYEE NUMBER	VOLUNTEER LEVEL
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

The sponsor's and principal's signatures below indicate that the volunteer information has been verified and that all volunteers listed are cleared at Level II for overnight field trips that involve hotel/overnight accommodations and at least Level I for all other field trips.

Sponsor's Signature _____ Date _____

Principal's Signature _____ Date _____

Region Superintendent's Signature _____ Date _____
(for overnight field trips that involve hotel/overnight accommodations)

FM-2431 Rev. (08-11)

MIAMI-DADE COUNTY PUBLIC SCHOOLS
PARENT PERMISSION FORM -- FIELD TRIP

Field trips are not mandatory. They are designed to enhance curriculum, to encourage student participation in extra-curricular activities, and to serve as community service projects.

SECTION I. IDENTIFYING INFORMATION

SCHOOL _____ DATE _____

STUDENT'S NAME _____ I.D. NO. _____ GRADE/HR _____

SECTION II. NOTIFICATION TO PARENT

_____ is planning a field trip for _____ to _____
School Group Sponsor Name — Name of School Group — Destination

The purpose of the trip is _____

TRANSPORTATION: Private Vehicle _____ Bus _____ Airline _____ Other _____
Name of Carrier — Please Specify

This trip will be chaperoned by _____ Cost to each student $ _____
(Total Number of Chaperones)

I understand that if I am unable to pay for the cost of this trip, and I want my child to participate, where appropriate, my child will be given an opportunity to raise funds through authorized fund-raising activities, or be given assistance in identifying another funding source. (This provision does not apply to activities not directly related to classroom instruction, e.g., Grad Nite, football games, banquets.)

DATES OF TRIP: *(Include departure/return time)* FROM _____ TO _____

--The above time schedule and/or personnel may be changed due to unforeseen circumstances. --

PLEASE KEEP THE TOP PORTION FOR YOUR INFORMATION.

RETURN THE BOTTOM PORTION TO THE TEACHER.

SECTION III. PARENT/GUARDIAN'S WRITTEN PERMISSION TO PARTICIPATE IN ACTIVITY

I hereby give permission for my child _____ to participate in the field trip to _____
(Child's Name) — (Destination)

DATES OF TRIP: *(Include departure/return time)* FROM _____ TO _____

I have completed the EMERGENCY CONTACT INFORMATION in Section IV (see below).

SIGNATURE OF PARENT/GUARDIAN _____ DATE _____

SECTION IV. EMERGENCY CONTACT INFORMATION

1. Name of parent/guardian _____

2. Parent/Guardian Phone No(s). Home _____ Business _____ Cell _____

3. In case parent/guardian cannot be reached, please contact: _____ Relationship _____ Telephone No. _____

4. Please list any insurance policy covering your child _____ Policy No. _____

5. Physician's Name _____ Telephone No. _____

5. Only if applicable, complete the following:

a. My child has the following medical problem: _____

b. My child takes the following medications regularly: _____
(Proper Medical form #2702 is on file at the school)

c. My child has the following allergies: _____

I AUTHORIZE MEDICAL TREATMENT FOR MY CHILD IN CASE OF ACCIDENT OR ILLNESS WHILE ON THE TRIP.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

FOR SECONDARY SCHOOLS ONLY:

SECTION V. TEACHER NOTIFICATION OF ACTIVITY

Field Trip Destination _____ Dates of Trip: FROM_____ TO _____

Name of School Group _____ School Group Sponsor Name _____

PERIOD 1 _____ PERIOD 5_____

PERIOD 2 _____ PERIOD 6_____

PERIOD 3 _____ PERIOD 7_____

PERIOD 4 _____ PERIOD 8_____

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FORMULARIO DE AUTORIZACION PARA PADRES - EXCURSIONES

Las excursiones no son obligatorias. Las mismas son planificadas a fin de realzar el programa de estudios, alentar la participación de los estudiantes en actividades extracurriculares y servir como proyectos de servicios a la comunidad.

SECCION I. DATOS DE IDENTIFICACION

ESCUELA _____ FECHA _____

NOMBRE DEL (DE LA) ESTUDIANTE _____ NO. DE IDENTIFICACION _____ GRADO _____

SECCION II. NOTIFICACION A LOS PADRES

_____ planea una excursión con _____ a _____
Nombre del(de la) patrocinador(a) (Nombre del Grupo) (Destino)

El propósito de la excursión es _____

TRANSPORTE: Vehículo Privado _____ ómnibus _____ Aerolínea _____ Otro _____
(Nombre de la compañía) (Por favor, especifique)

Esta excursión será supervisada por _____ Costo por estudiante $ _____
(Numero de Chaperones)

Entiendo que si deseo que mi hijo(a) participe y no puedo pagar el costo de esta excursión, cuando sea posible, a mi hijo(a) se le dará la oportunidad de recaudar fondos mediante actividades de recolección de fondos o se le asistirá en la identificación de otras fuentes de recursos financieros (Esta medida no se aplica a las actividades que no se relacionen directamente con la instrucción que se realiza en las aulas, como por ejemplo, la noche de los graduados o "Grad Nite", los juegos de fútbol y los banquetes.)

FECHA:*(Incluir hora de salida y llegada)* DE _____ A _____

-- El horario o el personal pueden ser cambiados por circunstancias imprevistas --

PARA QUE SE MANTEGA INFORMADO(A) POR FAVOR CONSERVE LA PORCION SUPERIOR

POR FAVOR DEVUELVA LA PORCION INFERIOR A LA ESCUELA

SECCION III. AUTORIZACION DE PADRES/TUTORES PARA QUE EL(LA) ESTUDIANTE PARTICIPE EN LA EXCURSION

Le doy la autorización para que mi hijo(a) _____ participe en la excursión a _____
Nombre del (de la) niño(a) Destino

FECHA:*(Incluir hora de salida y llegada)* DE _____ A _____

He llenado los datos SOBRE A QUIEN LLAMAR EN CASO DE EMERGENCIA de la Sección IV (a continuación).

FIRMA DEL PADRE/DE LA MADRE O TUTOR(A) _____ FECHA _____

SECCION IV. DATOS SOBRE A QUIEN LLAMAR EN CASO DE EMERGENCIA

1. Nombre del padre/de la madre o tutor(a) _____

2. No. de teléfono del padre/de la madre o tutor(a) Casa _____ Empleo _____ Celular _____

3. Si los padres o tutor(a) no pueden ser localizados, por favor comuníquense con _____ Relación _____ No. de teléfono _____

4. Póliza(s) de seguro que cubren a su hijo(a) _____ No. de Póliza(s) _____

5. Nombre del médico _____ No. de teléfono _____

5. Llene lo siguiente solamente si aplica a su hijo(a):
   a. Mi hijo(a) tiene el siguiente problema médico: _____
   b. Mi hijo(a) toma las siguientes medicinas con regularidad: _____
   (El correspondiente formulario medico 2702 está archivado en la escuela)
   c. Mi hijo(a) tiene las siguientes alergias: _____

AUTORIZO A QUE SE DE TRATAMIENTO MEDICO A MI HIJO(A) EN CASO DE ACCIDENTE O ENFERMEDAD MIENTRA SE ENCUENTRE EN ESTE VIAJE

FIRMA DEL PADRE/DE LA MADRE O TUTOR(A) _____ FECHA _____

MIAMI-DADE COUNTY PUBLIC SCHOOLS
FÒM PÈMISYON - PWOMNAD

Pwomnad pa obligatwa. Yo fèt pou amelyore kourikouloum nan, pou ankouraje elèv yo patisipe nan ekstra aktivite akadernik, e pou sèvi kòm pwojè.

SEKSYON I. IDANTIFYE ENFÒMASYON

LEKOL _____ DAT _____

NON ELÈV LA _____ NO. I.D. _____ NIVO ANE ESKOLÈ/ÈD TAN _____

SEKSYON II. NOTIFIKASYON POU PARAN

_____ iap planitye yon pwornnad pou _____ Pon _____
Pwofesè/non pahvonè GwouplSijè Destination

Bi pwomnad sa a se _____

TRANSPÒTASYON: Machin Prive _____ Bis _____ Avyon _____ Lòt _____
Non Konpayi Espesifye

Pwomnad sa a ap gen siveyan A chapewon _____ L ap koute chak timoun _____
(PwofesèParanlToude - endike konbyen)

Mwen konprann si rn pa ka peye pou pwornnad sa a, e mwen vle pitit mwen patisipe, lè li apwopriye, n ap otri pitit mwen an opòtinite pou li kolekte lajan atravè aktivite pou kolekte ton lekòl la otorize, oubyen nan bay asistans nan idantitye lòt sous pou fon. (rezèvasyon sa a pap aplike pou aktivite ki pa dirèkteman relate ak enstriksyon klas, pa egzanp, sware gradyasyon, jwèt foutbòl, bankè.)

Dat N ap Derape _____ Dat N ap Retounen _____

--Le ki make anwo a e/oubyen moun yo kab chanje akoz yon sikonstans enprevi--

SILVOUPLÈ KENBE POSYON ANWO A POU ENFÒMASYON.

RETOUNEN POSYON ANBA A BAY PWOFESÈ A.

SEKSYON III. PÈMISYON PARAN/GADYEN A LEIKRI POU PATISIEPE NAN AKTIVITE

Mwen bay pèrnisyon pou pitit mwen _____ patisipe nan pwomnad _____
(ATon Timoun nan) (Destination)

Dat N ap Derape _____ Dat N ap Retounen _____

Mwen ranpli ENFÒMASYON KONTAK IJANS la nan Seksyon IV (wè anba a).

SIYATI PARAN/GADYEN _____ DAT _____

SEKSYON IV. ENFÒMASYON KONTAK IJANS

1. Non paran/gadyen _____

2. No. Telefòn paran/Gadyen (yo) Kay: _____ Biznis _____ telefòn celulair _____

3. An ka nou pa ka jwenn paran/gadyen an, silvouplè kontakte _____ Relasyon ak elèv la _____ No. Telefòn _____

4. Silvouplè site nenpòt asirans ki kouvri pitit on _____ No. Kontra _____

5. Non dokte li _____ No. Telefòn _____

5. Ranpli hy ki suiv yo, sèlsi yo aplikab:

a. Pitit mwen an gen pwoblèm medikal sa yo: _____

b. Pitit mwen an pran medikaman sa yo regilyèrnan: _____
(Bonjan fòm medikal #FM-2702 nan dokiman lekòl la)

c. Pitit mwen an gen alèji sa yo: _____

M OTORIZE TRETMAN MEDIKAL POU PITIT MWEN AN KA AKSIDAN OUBYEN MALADI PANDAN LI NAN PWOMNAD LA.

SIYATI PARAN/GADYEN _____ DAT _____

Clear Form

TRAVEL EXPENSE REPORT BY FACULTY WHEN ACCOMPANYING STUDENTS

Employee Name _____ Date _____ Employee # _____

Employee's Position _____ Work Loc. # _____

School Name _____

_____ _____ _____

(Description of conference, meeting, etc.) *Reason for Travel* *Location (City, State)*

TRAVEL MODE:

☐ Air ☐ Private Vehicle ☐ Rented Vehicle

☐ Other, Explain _____

Actual Departure _____ _____
(Date) *(Time)*

Actual Return _____ _____
(Date) *(Time)*

STATEMENT OF EXPENSES	ESTIMATED	ACTUAL	PAID DIRECTLY TO VENDOR
1. Transportation (Common Carrier)	$	$	$
2. Registration Fee			
3. Entrance Tickets to (Amusement Parks, Shows, Exhibitions, etc.)			
4. Taxi, Tolls, Parking			
5. Private Vehicle Mileage (29˘ /mile)			
6. Lodging (Hotel/Single Rate only)			
7. Meals			
8. Per Diem $ _____ X _____ Days =			
9. Other-Miscellaneous			
10. Student Expenses (Receipts and/or Statements)			
A. Transportation (If Additional "1" Above)			
B. Lodging			
C. Meals			
D. Other _____			
Total	$	$	$

*Advance Requested $ _____

Total Actual Expenses		$
Less Amount Advanced	Ck#	$
Less Payments to Vendor	Ck#	$
Amount Due Employee	Ck#	$
Refund Due School	Receipt #	$

I respectfully request authorization to incur the above estimated expenses for temporary duty to travel as indicated on this report in the performance of my official duties.

Traveling Employee's Signature _____ Date Signed _____

FUNDS AVAILABLE CERTIFICATION:

Account: Program _____ Function _____ Account Name _____

Treasurer's Signature _____ Date Signed _____

Principal's Signature _____ Date Signed _____

NOTE: List of students traveling must be included on the back page of this report.

TRAVEL EXPENSE REPORT BY FACULTY WHEN ACCOMPANYING STUDENTS *(continued)*

LIST OF ACCOMPANYING STUDENTS			
STUDENT'S NAME	**STUDENT'S SIGNATURE**	**CHAPERONE'S TITLE/NAME**	**CHAPERONE'S SIGNATURE**
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Clear Form

MIAMI-DADE COUNTY PUBLIC SCHOOLS

REQUEST FOR APPROVAL TO USE PRIVATE VEHICLE FOR TRANSPORTING STUDENTS

_____
SCHOOL

Teacher/Sponsor _____ Today's Date _____

Activity/Event _____ Date(s) of Event _____

APPROVAL IS REQUESTED TO USE THE FOLLOWING VEHICLE AND DRIVER FOR THE PURPOSE STATED:

Name of Vehicle Owner _____

Address of Owner _____

Make/Model/Year of Vehicle _____/_____/_____ License Plate No. _____

If this vehicle is other than an Automobile is it on the approved list? yes ☐ no ☐

Automobile Insurance Company _____ Insurance Exp. Date _____ Policy # _____
mm/dd/yy

Coverage: Automobile Liability $ _____ Property Damage $ _____
(Minimum $10,000/$20,000) (Minimum $10,000)

Name of the Driver if Different from Owner _____

Valid Driver's License No. _____ Expiration Date _____

PROPOSED USE: For transportation of approximately _____ students from _____
(Point of Departure)

to _____ to _____
(Destination) (Point of Departure)

(VEHICLE MUST HAVE AN OPERABLE PAIR OF SEAT BELTS FOR EACH STUDENT-MAXIMUM OF 8)

APPROVED:

_____ _____
Principal (Date)

Clear Form

REQUEST FOR TRAVEL EXPENSE ADVANCE/REIMBURSEMENT

TRAVEL SUMMARY _____ - _____ SCHOOL YEAR		This will be the _____ out-of-state trip (No. of Trips) for this employee this _____ school year. (Year) (See Reverse.)
This request in-state _____ out-of-state _____	No. Workdays _____	
Number of previous trips in-state _____	No. Workdays _____	
Number of previous trips out-of-state _____	No. Workdays _____	
Total previous trips _____	Total Workdays _____	

EMPLOYEE NAME _____ TITLE _____ EMPLOYEE NUMBER _____ DATE _____

EMPLOYEE SCHOOL/DEPT. _____ WORK LOCATION NUMBER _____ PAYCODE _____

I respectfully request approval of Expenses and Temporary Assignment of Duty from _____ to _____ to attend

_____ as a _____ and _____ other days taken as _____

(Description of conference, meeting, etc.) *(Presenter, student, participant, etc.)* *(Personal, vacation, etc.)*

LOCATION _____ SIGNATURE _____ DATE _____

City *State*

ESTIMATED **TRAVEL DATA** **ACTUAL**

DEPARTURE: Date _____ Time _____

RETURN: Date _____ Time _____

PLEASE CHECK MODE OF TRAVEL:
Air: MDCPS ☐ Individual ☐
Private Vehicle: Driver ☐ Passenger ☐
Other _____

DEPARTURE: Date _____ Time _____

RETURN: Date _____ Time _____

DESCRIPTION OF EXPENSES	ESTIMATED	REQUISITION #	ADVANCE REQUESTED	- ACTUAL	= DUE EMPLOYEE/ MDCPS
A. Transportation					
1. Common Carrier - minimum rate (specify) = $ _____	$ _____	_____	$ _____	$ _____	$ _____
2. Private vehicle: _____ miles x _____ rate	_____		_____	_____	_____
3. Car rental (see reverse)	_____	_____	_____	_____	_____
4. Taxi, tolls, parking, etc. (attach original receipts)	_____		_____	_____	_____
B. Per Diem Option: _____ Days (OR) * Hotel = $ _____	_____		_____	_____	_____
X $ _____ = $ _____ Meals = $ _____	_____		_____	_____	_____
C. Incidental (attach original receipts)	_____		_____	_____	_____
SUB-TOTAL	$ _____		$ _____	$ _____	$ _____
D. Registration/Tuition (attach original receipts)	_____	_____	_____	_____	_____
* Florida State Sales Tax is not to be paid on hotel room. Use Tax Exempt No. 23-08-324893-53C **TOTAL**	$		$	$	$

CHARGE TO:

FUND	WORK LOC.	OBJECT	PROGRAM	FUNCTION	CHARGE LOC.
		5 3 3 1			

INTERNAL FUND

AUTHORIZATION:

CERTIFICATION OF AVAILABLE FUNDS

_____ _____ _____ _____
Supervisor of Charge Location (Typed) *Signature* *Title* *Date*

TRAVEL APPROVED

_____ _____ _____ _____
Supervisor of Employee (Typed) *Signature* *Title* *Date*

TRAVEL APPROVED

_____ _____ _____ _____ Approval up to $ 2, 500
Superintendent of Schools or designee (Typed) *Signature* *Title* *Date* *(See Reverse)*

AFTER TRAVEL:

I certify that these expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties, and are true and correct to the best of my knowledge and belief.

EMPLOYEE _____ _____
(Signature) *Date*

APPROVED FOR PAYMENT _____ _____
Supervisor of Charge Location (Typed) *Date*

_____ _____
Signature *Title*

TRAVEL INFORMATION

MAXIMUM EXPENSES: Actual expenses for travel outside of Miami-Dade County, excluding registration and tuition, may be approved up to $ 2,500. Expenses exceeding $2,500. must be approved by the Superintendent of Schools (no exceptions).

TRANSPORTATION: For airline tickets and car rental credit card, a purchase requisition for each is required, issued to the Board approved vendor (consult the Department of Procurement Management for proper vendor). Refer to the Travel Policies and Procedures Manual for details.

CAR RENTAL: Request authorization for _____ to use a rental car while on leave in the performance of official duties (employees should use sub-compact models whenever possible).

(Employee's Name)

The following conditions justify this request (check one):

_____ A rental car is more cost-effective than other ground transportation.

_____ The amount of materials/equipment precludes use of other ground transportation.

_____ No other transportation is reasonably available at the time(s)/location(s) required.

_____ Other _____

_____

Supervisor of Employee

CASH ADVANCE: Authorized for travelers on official business for an amount not to exceed the estimated out-of-pocket reimbursable expenses when approved by the Superintendent of Schools or designee.

PRIVATE VEHICLE: When it is determined that a privately owned vehicle represents the most economical method of travel (considering travel time, cost of transportation, and per diem or subsistence required) the traveler shall be entitled to a reimbursement allowance per mile. Please refer to the Travel Policies and Procedures Manual for allowance amounts.

MEAL ALLOWANCE: A meal allowance is granted for employees in out-of-county travel status. Please refer to the Travel Policies and Procedures Manual for allowance amounts and limitations.

PER DIEM: A per diem allowance is granted for employees under certain assignment travel conditions. Please refer to the Travel Policies and Procedures Manual for details.

ORIGINAL RECEIPTS: All receipts pertaining to a particular expense report must be submitted neatly taped (do not overlap receipts) to an 8-1/2 x 11 sheet of paper, accompanying this form, in order to process your reimbursement.

Clear Form

FIELD TRIP RECONCILIATION

Function: _____ **Subledger:** _____

Teacher Name: _____ **Field Trip Date:** _____

Grade: _____ **Field Trip Site:** _____

COLLECTION INFORMATION **Amount Collected per Student:** _____

No. of Students: _____ **Total Amount Collected:** 0.00

Receipt of Collection No:_____ Amount: _____ Receipt of Collection No: _____ Amount: _____
Receipt of Collection No:_____ Amount: _____ Receipt of Collection No: _____ Amount: _____
Receipt of Collection No:_____ Amount: _____ Receipt of Collection No: _____ Amount: _____

DEPOSIT INFORMATION Treasurer Name: _____

Deposit Date:_____ Deposit No. _____ Deposit Amount: _____
Deposit Date:_____ Deposit No. _____ Deposit Amount: _____
Deposit Date:_____ Deposit No. _____ Deposit Amount: _____
Deposit Date:_____ Deposit No. _____ Deposit Amount: _____
Deposit Date:_____ Deposit No. _____ Deposit Amount: _____
Deposit Date:_____ Deposit No. _____ Deposit Amount: _____
Deposit Date:_____ Deposit No. _____ Deposit Amount: _____

Total Amount Deposit for the Field Trip: 0.00

AMOUNT PAID

Transportation: # of Student:_____ Amount per Student: _____ Total Paid:_____
Admission per Student: # _____ Amount per Ticket: _____ _ Total Paid:_____
Other: # _____ Amount per Ticket: _____ _ Total Paid:_____

Total Amount Paid for this Field Trip: 0.00

Total Amount Collected: 0.00

Total Amount Paid: 0.00

Differences: _____

Teacher's Signature: _____

Treasurer's Signature: _____

Principal's Signature _____

FM-7235 (09-08)

WATER RELATED FIELD TRIP PACKET

(All forms in this packet must be completed)

Date Requested:_____

School:_____ Principal:_____

Address:_____ Telephone:_____

Requesting Person:_____ Title:_____

No. of Students:_____ No. of Chaperones:_____ Dates of Field Trip:_____

NOTE: Requests must be submitted to the Department of Safety and the Office of Risk Management at least two weeks prior to the trip. The request should be submitted during the planning stage.

ACTIVITY (IES) PLANNED FOR THIS FIELD TRIP – PLEASE CHECK APPROPRIATE BOXES

IN WATER ACTIVITIES	ON WATER ACTIVITIES	UNDERWATER ACTIVITIES
☐ Recreational aquatic field trip	☐ Canoeing	☐ Snorkeling
☐ Aquatic environment field trip	☐ Kayaking	☐ Dive Boat
☐ Field trip to swimming pool	☐ Sailing	☐ SCUBA activities

Description of planned activities: _____

_____

_____

COMMERCIAL VESSELS

Name of Vessel:_____ Address:_____

Contact Person: _____ Title:_____

Telephone:_____ Cell:_____

REVIEWED AND APPROVED BY RISK MANAGEMENT

_____
SIGNATURE

DATE OF FAX (APPROVED/DISAPPROVED TO SCHOOL SITE ADMINISTRATOR):_____

REGION USE ONLY
Stamp Date Received

WATER RELATED FIELD TRIP PERMISSION FORM

PRE-APPROVED BY: BOARD POLICY 2340 ☐ FHSAA ☐

PERMISSION IS REQUESTED TO PARTICIPATE IN A FIELD TRIP. DATE _____

In-County ☐ Out-of-County ☐ Out-of-State ☐ Out-of-Country ☐

DESTINATION _____ ADDRESS _____

DATES OF TRIP:*(Include departure/return time)* FROM _____ TO _____

NAME OF SCHOOL GROUP *(Band, Debate, etc.)*_____

NAME OF SCHOOL GROUP SPONSOR _____ SPONSOR'S SIGNATURE _____

Number of Students in Group _____ Number of Students Participating in Trip _____

Cost to Each Student _____ Provision for Those Unable to Pay _____

Means of Funding Trip_____

Number of Teachers _____ Number of Parents _____ = Total Number Chaperones _____

PARENT PERMISSION SLIPS for participating students found in this packet must be on file in the Office of the Principal prior to the field trip.

PURPOSE FOR TRIP (Include objective, invitation and itinerary) _____

_____

TRANSPORTATION: *Private Vehicle (Name of Driver)_____

**Bus Company_____

Airline (Name of Carrier)_____

Other (Specify)_____

*Valid Driver's License verified? Yes _____ No _____ By Whom? _____
(Private Vehicle Only)

**Approved Private School Bus and Chartered Bus vendor verified by using the Department of Procurement Management website at http://procurement.dadeschools.net/field_trips.asp A printed copy reflecting vendor approval must be attached for review.

PRINCIPAL SIGNATURE _____ SCHOOL _____

REGION SUPERINTENDENT_____ DATE_____

(Return to school for submission to District/School Operations, Division of Athletics/Activities and Accreditation, if applicable)

- FORWARD ONE COPY OF THIS PAGE TO THE CAFETERIA MANAGER OF YOUR SCHOOL.
- FOR IN-COUNTY OR PRE-APPROVED TRIPS, FORWARD ONE COPY OF THIS PACKET TO THE REGION FOR REVIEW.
- FOR OUT-OF-COUNTY (NOT PRE-APPROVED), THIS PACKET MUST BE FORWARDED TO THE REGION FOR REVIEW AND APPROVAL.
- FOR OUT-OF-STATE (NOT PRE-APPROVED) AND OUT-OF-COUNTRY TRIPS, THIS PACKET MUST BE FORWARDED TO THE REGION AND THE DIVISION OF ATHLETICS/ACTIVITIES AND ACCREDITATION (MAIL CODE: 9723) FOR REVIEW AND SUBMISSION FOR BOARD APPROVAL.

FOR REGION AND/OR DISTRICT/SCHOOL OPERATIONS, DIVISION OF ATHLETICS/ACTIVITIES AND ACCREDITATION USE ONLY

Assistant Superintendent _____ Date_____

Deputy Superintendent_____ Date_____

APPROVED OUT-OF-COUNTY/OUT-OF-STATE TRIPS*
2011-2012

A. CLUBS AND ORGANIZATIONS AFFILIATED WITH NATIONAL ASSOCIATIONS**

1. American Automobile Association (AAA) School Safety Patrol
2. Business Professionals of America/Career Education Clubs of Florida (BPA/CECF)
3. Distributive Education Clubs of America (DECA), an Association for Marketing Students
4. Family, Career and Community Leaders of America (FCCLA)
5. Fine Arts: Alliance for Young Artists and Writers Scholastic Art Awards, Florida Art Education Association Conference, Florida Music Educators Association Conference, International Thespian Society, Music Educators National Conference, National Art Education Association, National Dance Education Organization, Southeastern Theatre Conference
6. Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA)
7. Future Educators of America (FEA)
8. Health Occupations Students of America (HOSA)
9. Junior State of America (JSA)
10. National Academy Foundation (NAF)
11. National Youth Crime Watch
12. SkillsUSA
13. Special Olympics
14. Southern Association of Student Councils (SASC)
15. Student Against Destructive Decisions (SADD)
16. Technology Student Association (TSA)
17. The National FFA Organization (FFA)
18. United States Department of Agriculture (USDA) Ambassadors

B. CURRICULUM/ACTIVITIES - RELATED ORGANIZATIONS**

1. Advanced academic/gifted student contests
2. Close-Up Program
3. College and University Tours
4. Columbia Scholastic Press Association Convention, Columbia University
5. Junior Reserve Officers' Training Corps (JROTC)
6. Magnet Programs (Theme-based)
7. Music groups, visual art exhibitions, theatrical groups, dance troupes, speech and debate teams cheerleader competitions and festivals
8. Museums located in Broward and Monroe Counties
9. National High School Model United Nations (NHSMUN)
10. SeaCamp (Big Pine Key, FL); John Pennekamp State Park (Key Largo, FL)
11. State and national academic conferences, fairs, and competitions
12. State and national invitational forensic tournaments
13. The African Sisters School Project
14. The Read to Lead Program
15. Yearbook Seminars
16. Zoological Centers and Nature Preserves located in Broward and Monroe Counties

C. GENERAL INTEREST ACTIVITIES

1. Busch Gardens
2. Busch Gardens Grad Nite/Universal Studios Grad Bash (for high school seniors only)
3. Cape Canaveral
4. Disney Animal Kingdom
5. Epcot Center
6. Events sanctioned by the Florida High School Athletic Association (FHSAA)
7. Everglades National Park
8. Related performing and visual arts events (e.g., New York, NY; Los Angeles, CA) ***
9. Related historical environs and special events (e.g., Atlanta, GA; Boston, MA; Chicago, IL; New Orleans, LA; New York, NY; Philadelphia, PA; Williamsburg and Jamestown, VA; Washington, DC; Eatonville, FL; St. Augustine, FL; Tallahassee, FL; Tampa, FL;) ***
10. Sea World

* Pre-approval does not indicate that funding is supplied.

** Trip designations for these events may change yearly. Trips outside of the United States require School Board approval. School sponsoring student travel outside the United States must complete the United States Government Travel Registration form on line.

*** Broward and Monroe County sites/events are included as part of this item.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FIELD TRIP ROSTER

INSTRUCTIONS

List all eligible student participants. Those eligible students who are not participating in the field trip should be indicated by an asterisk (*).

NAME OF SCHOOL _____

NAME OF SCHOOL GROUP _____

DESTINATION _____

DATE(S) OF TRIP: FROM _____TO _____

PRINCIPAL'S SIGNATURE _____DATE _____

NAME OF STUDENT	ID #	GRADE	STUDENT ADDRESS	TELEPHONE NUMBER
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

NAME OF STUDENT	ID #	GRADE	STUDENT ADDRESS	TELEPHONE NUMBER
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				

MIAMI-DADE COUNTY PUBLIC SCHOOLS

FIELD TRIP CHAPERONE LIST

INSTRUCTIONS

Chaperones must be 21 years of age or older. List below all persons who will serve as chaperones, including M-DCPS employees. Any person who is not employed at the school sponsoring this trip must have prior clearance from the M-DCPS School Volunteer Program at Level I or Level II as appropriate for the trip (list the volunteer number in the space provided).

NAME OF SCHOOL _____

NAME OF SCHOOL GROUP _____

DATE(S) OF TRIP: FROM _____ TO _____

DESTINATION _____

NAME	PHONE	VOLUNTEER NUMBER/ EMPLOYEE NUMBER	VOLUNTEER LEVEL
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

The sponsor's and principal's signatures below indicate that the volunteer information has been verified and that all volunteers listed are cleared at Level II for overnight field trips that involve hotel/overnight accommodations and at least Level I for all other field trips.

Sponsor's Signature _____ Date _____

Principal's Signature _____ Date _____

Region Superintendent's Signature _____ Date _____
(for overnight field trips that involve hotel/overnight accommodations)

MIAMI-DADE COUNTY PUBLIC SCHOOLS

PARENT PERMISSION FORM – WATER RELATED FIELD TRIP

Field trips are not mandatory. They are designed to enhance curriculum, to encourage student participation in extra-curricular activities, and to serve as community service projects.

SECTION I. IDENTIFYING INFORMATION

SCHOOL _____ DATE _____

STUDENT'S NAME _____ I.D. NO. _____ GRADE/HR _____

SECTION II. NOTIFICATION TO PARENT

_____ is planning a field trip for _____ to _____
School Group Sponsor Name — Name of School Group — Destination

The purpose of the trip is _____

TRANSPORTATION: Private Vehicle _____ Bus _____ Airline _____ Other _____
Name of Carrier — Please Specify

This trip will be chaperoned by _____ Cost to each student $ _____
(Total Number of Chaperones)

I understand that if I am unable to pay for the cost of this trip, and I want my child to participate, where appropriate, my child will be given an opportunity to raise funds through authorized fund-raising activities, or be given assistance in identifying another funding source. (This provision does not apply to activities not directly related to classroom instruction, e.g., Grad Nite, football games, banquets.)

DATES OF TRIP: *(Include departure/return time)* FROM _____ TO _____

--The above time schedule and/or personnel may be changed due to unforeseen circumstances. --

PLEASE KEEP THE TOP PORTION FOR YOUR INFORMATION.

RETURN THE BOTTOM PORTION TO THE TEACHER.

SECTION III. PARENT/GUARDIAN'S WRITTEN PERMISSION TO PARTICIPATE IN ACTIVITY

I hereby give permission for my child _____ to participate in the field trip to _____
(Child's Name) — (Destination)

DATES OF TRIP: *(Include departure/return time)* FROM _____ TO _____

I have completed the EMERGENCY CONTACT INFORMATION in Section IV (see below).

SIGNATURE OF PARENT/GUARDIAN _____ DATE _____

☐ **I HEREBY CERTIFY THAT MY CHILD IS A COMPETENT SWIMMER.**

_____ _____
Parent Signature — Date

SECTION IV. EMERGENCY CONTACT INFORMATION

1. Name of parent/guardian _____

2. Parent/Guardian Phone No(s). Home _____ Business _____ Cell _____

3. In case parent/guardian cannot be reached, please contact: _____ Relationship _____ Telephone No. _____

4. Please list any insurance policy covering your child _____ Policy No. _____

5. Physician's Name _____ Telephone No. _____

5. Only if applicable, complete the following:

a. My child has the following medical problem: _____

b. My child takes the following medications regularly: _____
(Proper Medical form #2702 is on file at the school)

c. My child has the following allergies: _____

I AUTHORIZE MEDICAL TREATMENT FOR MY CHILD IN CASE OF ACCIDENT OR ILLNESS WHILE ON THE TRIP.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) –requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 –prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) – prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 205.07 (Florida Statutes), which stipulate categorical preferences for employment.

Rev. (01-11)