

# SCISD- Employee Handbook

## Administrative Procedure

### Out-of-District Field Trips

- \*1. Field trips and excursions (Instructional purposes) and UIL or other sanctioned competitions. Approval for the trip shall be from the Superintendent.**
- \*\*2. Activities of school-sponsored or -sanctioned clubs or organizations (Non Instructional purposes). Approval for the trip shall be from the Board.**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Organization / Class Name: \_\_\_\_\_

Sponsor(s)/Teacher(s) Requesting Approval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Field Trip Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Trip Destination: \_\_\_\_\_

\_\_\_\_\_

Names of Sponsors: \_\_\_\_\_

Number of Students Participating: \_\_\_\_\_

Criterion Used to Select Students for trip:

\_\_\_\_\_

\_\_\_\_\_

Transportation Requested: \_\_\_\_\_

Anticipated Cost of Trip:

Anticipated Sources of Revenue:

Student Meals: \_\_\_\_\_

\_\_\_\_\_ = \_\_\_\_\_

Adult Meals: \_\_\_\_\_

\_\_\_\_\_ = \_\_\_\_\_

Bus Driver: \_\_\_\_\_

\_\_\_\_\_ = \_\_\_\_\_

Lodging: \_\_\_\_\_

\_\_\_\_\_ = \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_ = \_\_\_\_\_

TOTAL: \_\_\_\_\_

TOTAL: \_\_\_\_\_

Educational Value of Trip:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the steps taken to communicate with parents regarding liability; behavioral expectations, personal needs of student on the trip, etc. (attach sample documents sent home):

\_\_\_\_\_

\_\_\_\_\_

\*1. \_\_\_\_\_

Signature - Superintendent of School

\*\*2. The Schleicher County ISD Board of Trustees approved this Request for Out-of-District Field Trip at its Regular/Called Meeting held on \_\_\_\_/\_\_\_\_/\_\_\_\_