

# **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 \_\_\_\_ / \_\_\_\_ / \_\_\_\_