

FIELD TRIPS

The 2022-2023 LCAP approved \$700 for field trips for each classroom.

General Guidelines

- One in-county and one out-of-county field trip per grade level, per calendar year that requires transportation
 - Walking Field Trips are on a case-by-case basis
- Field Trips require a 30-days notice, especially for those requiring transportation
 - As soon as you know, fill out the Field Trip Request Form
 - Walking Field Trips 2-weeks notice

Field Trip Requests Process

- Each teacher has \$700 to spend on Field Trips for the 2022-2023 school year
 - Includes: transportation costs, tickets, etc.
- Complete a Field Trip Request Packet & get approval from the Principal
 - Request for Field Trip Form
 - Field Trip Itinerary
 - Field Trip Cost Calculation Form
 - Field Trip Lunch Request Form
- Approved requests than go to MOT to get Transportation approval and a driver assigned
- From there is goes back to the Front Office to be added to our school calendar
 - Permission slips and day of emergency kits will be provided by the Front Office
- Remember to submit at least 5-days in advance the Field Trip Lunch Request Form with first and last names for school lunches
- Field Trip costs are processed through the Business Office in advance with District Funds
 - If costs must be day of and in-person, reimbursements can be requested
- Reimbursements can be requested from the district office by using the Reimbursement Request Form and must be approved and signed in advance
 - Reimbursements will only be provided up to the available Field Trip fund balance
 - Check with the Business Office to confirm your available fund balance
 - Original Receipts are REQUIRED

Field Trip Donations

- Parents and Businesses are welcome to donate to funds or tickets for Field Trips
- How to Donate
 - Submit payment to the Business Office by providing a written and signed documentation of the purpose of funds
 - Checks made out to “Columbia Union School District”
 - Example: I am donation \$200 for the 6th Grade Field Trip (General Fund or Specific Trip)
 - Please be as specific as possible
- When the Business Office receives donations, the teachers receiving the funds will be notified and expenses will be tracked to provide an accurate fund balance
- We will than send a letter with our Tax ID # for the donor’s tax records

Field Trip Fund Balance can be request by through the Business Office at any time.



Columbia Union School District

2240 Parrotts Ferry Rd. Columbia, CA 95310

209-533-7700 – FAX 209-533-7709

FIELD TRIP REQUEST FORM

SUBMIT COMPELTED FORM TO THE PRINCIPAL NO LESS THAN 30 CALENDAR DAYS PRIOR TO TRIP

A COMPLETE ITINERARY MUST BE ATTACHED

TO BE COMPLETED BY REQUESTING TEACHER: Substitute Needed: Yes No Length of Time: _____

Date: _____ Name of Teacher(s) Making Request: _____

Date of Trip: _____ Destination / Purpose of Trip: _____

Departure Time: _____ Return Time: _____ Special Education Inclusion Alternative Education

Request for Transportation: Yes No If yes, what type of transportation needed: _____

Grade(s): _____ Number of Students: _____ Number of Adults: _____ Total Transported: _____
(Infants are not to be transported on Columbia Union School District buses)

Trip Cost Calculation - \$700 per year for Field Trip costs per teacher/classroom including transportation.

Trip Cost (tickets or other expenses): _____

Transportation Mileage Cost: _____ miles x \$2 per mile = _____

Transportation Driver Cost: _____ hours x \$26 per hour = _____

Total Cost: _____ Donation(s): _____ (if applicable)

TO BE COMPLETED BY PRINCIPAL: Approved Declined Other: _____

Date Received from Requesting Teacher(s): _____ Signature: _____

TO BE COMPLETED BY TRANSPORTAION: Approved Declined Other: _____

Date Received from Principal: _____ Signature: _____

FOR TRANSPORTATION USE ONLY:

Driver(s) Assigned: _____ Bus #(s): _____ # of Students: _____ a.m.

of Students: _____ p.m.

Beginning Mileage: _____ Ending Mileage: _____ Total: _____

Beginning Time: _____ Ending Time: _____ Total: _____

Beginning Mileage: _____ Ending Mileage: _____ Total: _____

Beginning Time: _____ Ending Time: _____ Total: _____

Educational Code Section 39831.5(a)(3) requires that prior to departure on any school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction which includes, but not limited to , location of emergency exits, and locations and use of emergency equipment. Instruction may include responsibilities of passengers next to an emergency exit.

I, _____, driver for Columbia Union School District spent _____ minutes on _____, providing emergency evacuation instructions.

DISTRIBUTION: Principal Teacher Transportation Kitchen District Office



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FIELD TRIP ITINERARY FORM

MUST BE SUBMITTED WITH FIELD TRIP REQUEST FORM

Teacher(s): _____ Date: _____

Destination(s): _____

Departure Time: _____ Return to School Site: _____

Locations and Time for Stops (i.e. lunch stop):

1. _____ Arrive: _____ Depart: _____

2. _____ Arrive: _____ Depart: _____

3. _____ Arrive: _____ Depart: _____

4. _____ Arrive: _____ Depart: _____

5. _____ Arrive: _____ Depart: _____

Special Instructions or Considerations:



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FIELD TRIP LUNCH REQUESTS

MUST BE SUBMITTED WITHIN 5-DAYS OF THE TRIP

Teacher: _____ Field Trip Date: _____ Departure Time: _____

List of students requesting a school lunch for Field Trip (first & last name):

POS: Check box when
Student receives lunch

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
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*Requests must be turned in to the cafeteria 5-days prior to trip. If a student requests a lunch and it absent the day of the field trip, call or email Laurie before you depart so that their account does not get charged.
Have the principal sign this request upon your return.*

Principal's Signature: _____