

PEORIA PUBLIC SCHOOLS  
REQUEST TO SPONSOR A FIELD TRIP



Teacher/Sponsor: \_\_\_\_\_ School: \_\_\_\_\_

Other PSD150 School(s) Participating: \_\_\_\_\_

Student Group/Grade Level(s) Involved: \_\_\_\_\_

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

Are any students with Special Needs in this group? Yes: \_\_\_\_ No: \_\_\_\_

Have accommodations been arranged for students with special needs (lift, specialized restraints, etc. – consult with PT or parents)? Yes: \_\_\_\_ No: \_\_\_\_ N/A: \_\_\_\_

Field Trip: Within State \_\_\_\_\_ Out-of-State \_\_\_\_\_ Overnight \_\_\_\_\_

**\*\*FOR OVERNIGHT AND/OR OUT-OF-STATE FIELD TRIPS, APPROVAL MUST BE OBTAINED FROM THE SUPERINTENDENT & THE SCHOOL BOARD 1 MONTH IN ADVANCE.**

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

Is the destination fully accessible to all participants? Yes: \_\_\_\_ No: \_\_\_\_

Date(s) of the trip: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Purpose of the trip (Please attach separate sheet with specific learning objectives from Course of Study):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Arrangements for Adult Supervision (be specific): Number of Adults: \_\_\_\_ Ratio: \_\_\_\_

Names of Chaperones (attach separate sheet if needed):

\_\_\_\_\_

Arrangements for meals/lodging: \_\_\_\_\_

\_\_\_\_\_

Are lodgings fully accessible? \_\_\_\_\_

Name of lowest price quotation (when applicable): \_\_\_\_\_

Student fee: \$ \_\_\_\_\_ Account Number: \_\_\_\_\_

Arrangements for students who cannot pay:

\_\_\_\_\_  
\_\_\_\_\_

What was Security Threat Alert at time of request?: Yellow: \_\_\_\_ Orange: \_\_\_\_ Red: \_\_\_\_

## FIELD TRIP PROCEDURES

All out-of-state trips require detailed attention to planning due to the ongoing possibility that security warnings may be issued that affect travelers in the United States and around the world. Trips must not be scheduled during orange or red alerts. Due to the many uncertainties that may arise, you should be aware of several requirements that must be met when submitting an out-of-state request

1. The sponsoring teacher must talk with the principal and receive preliminary approval **before** conducting conversations with parents and students related to the proposed trip.
2. The principal **must** receive preliminary approval from the Superintendent's designee **before** any notice is given to students and parents.
3. Once preliminary approval is granted, the school may proceed with steps to plan for the trip. Plans must be completed and final approval granted in writing from the Superintendent's designee at least **one month in advance of the trip**.
4. After approval by the principal and Superintendent's designee, the sponsor **must** have:
  - A. A meeting with parents and students to discuss the trip.
  - B. **Verbal and written notice that trips cannot be sponsored during an orange or red security alert.** Any trips occurring during such an alert will be cancelled with no repayment to students. The only exception is if the school can get a vendor guarantee repayment in writing. Parents may sponsor the trip but with the understanding that it will **not** be a school-sponsored trip and that students will be counted absent and any teachers **must** take appropriate leave.
  - C. A plan allowing **every** student to attend that is in the group. This includes a strategy to pay for students that cannot afford the trip.
  - D. An outline of how the trip meets the Standard Course of Study.
  - E. Appropriate completion of all district approval forms and parent permission forms.

**Sponsoring teacher's statement:** This field trip has been planned in compliance with Administrative Procedures pursuant to Policy. I have attached a copy of our trip itinerary and a copy of the parent permission form **that will be sent home once the trip is approved by Administration.**

**PARENTAL PERMISSION IS REQUIRED PRIOR TO DEPARTURE**

Following planning and final discussion with principal, **final** approval is given (if out-of-state, some schools require approval by the site-based decision-making team):

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

***My signature verifies that I am in compliance with ALL field trip guidelines and procedures which are on this page.***

If overnight or out-of-state, **final** approval by Superintendent/Designee and school board is required.

Superintendent/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

**Date approved by The Board: \_\_\_\_\_**

**Field Trip Denied for the following reason:**

- Need Principal/Designee Signature
- Need a tentative list of students names attending event
- Need a list of chaperones names
- Need more information on tentative trip (please provide any documentation you have)
- Need a copy of the actual permission slip sent to parents/guardians
- Missing account number
- Overnight/out-of-state trip must be requested at least one month in advance
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