

FIELD TRIP APPLICATION CHECKLIST

Alonzo and Tracy Mournig Senior High
Biscayne Bay Campus
2009 – 2010

Please ensure that this checklist, along with the appropriate forms, is included when you submit your field trip package for approval. Incomplete applications will be returned. All documents must be typed.

Directions: Place check the appropriate boxes. Mark N/A if not applicable.

Sponsor _____ Date _____

- Field Trip Permission Request Form (FM-2431)
- Parent Permission Form (FM-4573)
- Field Trip Roster (FM-3530)
- Field Trip Chaperone Roster (FM-6802)
- Chaperones: In-County trips @ 1:15; Out-of-County trips @ 1:10
- Travel Expense Report by Faculty When Accompanying Student (FM-0994)
- Request for Travel Expense for Employees (FM-1104)
- Request Form for Water Related Field Trips (FM-6614)
- Water Related Field Trip Permission Request Form (Fm-6646)
- Parent Permission Form-Water Related Field Trips (FM-6688)
- Request for Approval to Use Private Vehicle for Transporting Students (FM-6298)
- Copy of Driver's License, Insurance and Registration for Private Vehicle Transportation
- Descriptive Itinerary (required for all field trips)
- Invitation, Flyer or any additional information regarding field trip
- Bid Documentation
- Field Trip Reconciliation Form (FM-7235)
- Class Coverage Form
- Sponsor's signature and date on all documents