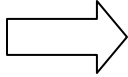
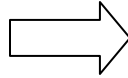


HOW TO COORDINATE A FIELD TRIP OR EXCURSION for Teachers

Select your trip destination



Ask your Principal (or Administration designee) for approval. If Approved....



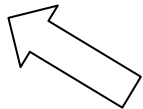
Complete a Trip Request ...and Cabinet Level Request (for trips outside the instructional day, weekends or overnight. Submit Cabinet Level Request via email to Risk Management to facilitate review by Cabinet Designee(s)



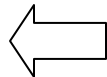
Request Transportation (Trips Direct)



HAVE A GREAT (SAFE) TIME!!!!



Give Permission Slips to Students and Assumption of Risk forms to Volunteers



Remember to request SACK LUNCHES (3 weeks in advance)

Order Myers-Stevens coverage as necessary.

