

CHINO VALLEY UNIFIED SCHOOL DISTRICT  
AYALA HIGH SCHOOL

**SINGLE DAY FIELD TRIP REQUEST**

To request a field trip:

- Complete this form at least **two weeks** prior to the trip. *(If it is an instructional field trip, it must have the signature of your Department Chairperson).*
- If it is an extra curricular club/organization activity, it must have the signature of the advisor. The transportation costs of these trips **must** be paid by the club/organization. A transportation request **must** accompany this form. It is recommended that you call transportation to get a quote on the costs (ext 1525).
- You must indicate how transportation & sub costs are to be paid. If this information is not provided the request will not be approved. If using district vans or private transportation you must have necessary documentation on file with the district office of Risk Management (ext 1303)
- Attach a list of students attending the field trip. **Changes to this list must be completed 3 full days before the trip. Failure to complete this step may result in the cancellation of the trip. NO EXCEPTIONS.**
- All students attending field trip must also turn in a completed field trip form. A student **cannot** attend the trip if the instructor/advisor has not received the completed form prior to the trip.
- In the event students will be missing classes, a final roster of all students attending the trip should be published for the entire faculty at least three (3) full days prior to the trip. **It is essential that the Attendance Office receive an updated copy of this roster the day of the trip indicating exactly which students are attending the field trip.**

Date \_\_\_\_\_ Instructor/Advisor \_\_\_\_\_ Club/Org \_\_\_\_\_

Date of field trip \_\_\_\_\_ Departure time \_\_\_\_\_ Return \_\_\_\_\_

Destination \_\_\_\_\_ Telephone # of destination \_\_\_\_\_

Address \_\_\_\_\_

Purpose of trip \_\_\_\_\_

Chaperones w/cell # (if available) \_\_\_\_\_

Telephone number where adult instructor can be reached during trip: \_\_\_\_\_

Type of trip:  Instructional       Club/Organization       Activity  
(check one)

Type of transportation:  School bus  District vans  Walking  Other \_\_\_\_\_  
(check one) explain

Transportation costs to be paid by: \_\_\_\_\_  
*(If you are requesting site funds be used, you must have the principal sign or the field trip will not be approved)*

Substitute costs to be paid by: \_\_\_\_\_  
*(If you are requesting site funds be used, you must attach a school business request approved and signed by principal)*

APPROVED

DENIED

Instructional trips

Approval: \_\_\_\_\_  
Department Chairperson

Approval: \_\_\_\_\_  
Principal

Club/Organization Activity trips

Approval: \_\_\_\_\_  
Group Advisor

Approval: \_\_\_\_\_  
Activities/Athletic Director

Original

Instructor/Advisor

Principal

Attendance