

# WARREN COUNTY TECHNICAL SCHOOL

## Field Trips

1. Teacher discusses the trip with Jeff Tierney in the Main Office. If Jeff tentatively approves of the trip, the paperwork begins.
2. Teacher completes a Field Trip form and a Requisition form that includes any costs associated with the trip.
3. Teacher will consult with Ray Gara regarding transportation for the trip. Ray will initial the form, if necessary.
4. Completed forms should be given to Sharon Lentine in the Guidance Office.
5. Sharon will make sure all paperwork is completed and submit to Jeff Tierney for his signature.
6. The BOE or Superintendent will then give final approval or denial. The staff member(s) requesting the trip will be notified either way and necessary copies of forms will be provided to staff.

Please note that the School Nurse needs a copy of the potential field trip roster prior to the trip (at least one week) to advise regarding any medical conditions pertaining to students. In some cases, a nurse may need to join the trip. Please be mindful of this moving forward.

Also, trips require BOE approval. So, please be mindful of BOE meeting dates, which are posted on our website. Go to "District" and then click on "Board Meetings" on the left side. You will then see all meeting dates. Agendas are shared with BOE members at least three days prior to the meeting, so please submit your forms accordingly.

At a minimum, 2 chaperones are required for all trips.

Complete AESOP

Notify Maschio's Food (regarding students who will miss lunch) one week prior to trip

Provide MJ Schubert with attendance one week prior to the trip

**WARREN COUNTY TECHNICAL SCHOOL**  
**TEACHER Application for Field Trip**  
**Completed forms are to be given to Sharon Lentine by December 1st**  
**Application Date: \_\_\_\_\_**

Requested by \_\_\_\_\_ Date of Trip \_\_\_\_\_

Destination \_\_\_\_\_ Distance one way \_\_\_\_\_

Time leaving school \_\_\_\_\_ Time returning to school \_\_\_\_\_ Number of Students \_\_\_\_\_

Purpose trip/Educational benefit  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Means of transportation: \_\_\_\_\_

If Ray needs to arrange for driver, he **Must Initial Here**, if Not, Please Ignore this Step \_\_\_\_\_

\_\_\_\_\_ School Bus Number Needed: 1 2 3 (\$73.77 Per Hour per Bus)

What is the total cost for transportation? (Hours out of building x hourly cost) \_\_\_\_\_ (A)

Names of chaperones (one for every 20 students)

_____	Sub Needed	Yes / No
_____	Sub Needed	Yes / No
_____	Sub Needed	Yes / No

Total Additional Costs (Entrance Fees, etc. including costs for Chaperones.) \_\_\_\_\_ (B)

Total Cost of Trip \_\_\_\_\_ (A+B)

What will be the Total Cost per Student? \_\_\_\_\_

Requisitions for Bus and Additional Costs attached Yes / No

How is transportation and trip being funded? \_\_\_\_\_

\_\_\_\_\_

Approvals:

\_\_\_\_\_  
Assistant Principal Date

\_\_\_\_\_  
Superintendent Date

\_\_\_\_\_  
Board Agenda Date

