

Extended Field Trip Request Form

1. Provide a detailed description of the trip, including how it relates to the curriculum and ways in which curriculum benefits will be documented:

The Crete High School Varsity and JV Volleyball teams are planning to attend the University of Northern Colorado Team Camp in Greeley, Colorado, from July 23rd through July 26th. This three day camp is a competitive and immersive experience that will include approximately 450 teams from across the country. Crete Volleyball plans to take roughly 20 student-athletes and two coaches, traveling together by van and staying in university dorms during the duration of the camp.

While the on court competition against out of state teams offers valuable athletic experience, the core benefit of this trip extends beyond volleyball skills—it lies in the team-building, leadership growth, and character development that happen during the shared travel and overnight experience. A seven-hour van ride, shared meals, and staying in dorms together foster connection, collaboration, and trust among players—critical components of successful team culture and leadership.

2. Who will be participating (e.g. team members, club members, etc.)?

We hope to take around 20 athletes and two coaches. This number is based on who is able to attend. We will have a guaranteed number of athletes by the middle of June.

3. Anticipated number of students: 20

4. Sponsors: Names, addresses, phone numbers

Makayla Tepe
754 Norwood Drive
Lincoln, NE 68512
308-672-6155

Annie Gardiner

402-641-7224

5. Describe any costs to sponsors:

Each athlete will be responsible for their portion of the trip, which is \$350. This takes care of all food and dorms during our stay.

6. Cost per student: (Provide breakdown costs for transportation, lodging, registration, etc. Please attach a spreadsheet clearly outlining costs)

\$350 covers dorm food, travel, and staying in the dorms.

7. What costs are students responsible for?

Housing and food

8. What provisions have been made for students who cannot afford to participate?

We have a spring youth league and fall youth league where the Crete volleyball team coaches and raises money to help kids who are unable to provide for themselves. All financial issues are reported to us in advance so we know how much we can help each athlete with.

9. Tour or travel agency, if applicable (attach copy of the contract):

None

10. Itinerary: **attach** dates, times, cities, countries, hotels, residences, and form of transportation for each day from the time of departure to return.

11. Insurance underwriter for tour or travel agency (if applicable please attach).

12. Name of airline if applicable: _____

13. Name of person completing this form: _____ Makayla Tepe _____

Activities Director Signature of approval:

_____ Date: __

Campus Principal Signature of approval:

_____ Date: __

Superintendent or designee Signature of approval:

_____ Date: __

Guidance for Field Trips and Extended Co-Curricular Trips

Supervision of students at all times

Ensure the supervision of students by an adult at all times. Remember the rule of thumb about supervision - if you cannot see the students, you are not supervising them. Staff and chaperones must exercise close control over the students. Students on field trips can become overly excited and want to explore on their own.

Establish a process for regular accounting for all students and staff, both periodically and when activities change (such as before boarding the bus to return). Determine what adequate supervision is during overnight stays (how frequently to check the room, etc.)

Determine how many and what kinds of chaperones are needed throughout the trip Determine what supervision (what kind and how many) is needed. Establish the proper ratio of supervisors to students based on a case-by-case evaluation of each field trip. A higher number of supervisors will be required for more hazardous activities.

Base the number of chaperones on an evaluation considering the number of students, age and maturity of the students, types of activities, facilities, duration of the trip, type of transportation, and safety considerations (such as emergency procedures).

There should be a minimum of two adults supervising a field trip. Recommended minimum supervision ratios (adults to students) are as follows: elementary school-age – 1:10; middle/high school age – 1:20. The building administrator and sponsor should agree upon the ratio for each field trip.

More and/or specifically qualified chaperones/staff may be needed for higher-risk activities, overnight stays (gender-specific), activities involving water (lifesaving) or wilderness (survival), out of country travel (speak the language), and those including behaviorally, physically or mentally challenged students.

If the field trip is part of a classroom educational experience, sporting event, or sponsored club, at least one certificated staff member is needed.

For supervision purposes, each bus should have at least one staff member or chaperone other than the driver.

All chaperones must be certified employees of Crete Public Schools. If the trip sponsor is unable to secure enough certified employees to serve as chaperone, classified employees may serve as chaperones. As a last resort, volunteers may be secured to serve as chaperones.

Volunteer chaperone selection

Ensure that all volunteer chaperones are:

- At least 21 years old
- Screened using the district Volunteer Protocols
- Physically able to do the job
- Able to work well with students

Chaperone responsibilities and training

- One of the duties owed to students in school and on field trips is proper supervision. The main purpose of supervision is to help protect students from injury or diminish the risk of student injury. Adults do not automatically have the skills necessary to appropriately supervise students. Teach chaperones applicable school district policies and procedures and their duties and responsibilities. Proper supervision has these basic components:
 - Presence and attentiveness
 - Being with students at all times and keeping students easily in sight. (If one of the chaperones cannot see the students, the students are not being properly supervised.)
 - Not becoming distracted from duties
 - Being physically able to participate in the activity as needed
 - Student behavior monitoring and intervention

- Being knowledgeable of and consistently enforcing school rules and policies
- Restricting students from leaving the group, from roughhousing, horseplay or other inappropriate behavior
- Taking appropriate action when rules are not followed, or a student is in danger.
- Hazard surveillance and intervention
- Being risk-conscious (prioritizing attention into the areas where accidents are most likely to occur)
- Checking the areas visited, and appropriately addressing hazards
- Responding appropriately to emergencies
- Handling emergencies that occur properly to reduce potential injury and damage.
- Familiarize chaperones with field trip specific emergency procedures, how to get assistance, and whom to contact in the event of an emergency. Review any medical concerns with the staff and chaperones so they are informed of medical issues before an emergency occurs.

Providing food on field trips

Be sure to specify how food and drink will be provided in the *Field Trip Description with Itinerary*

If meals, snacks and/or drinks are provided on a field trip, they can be provided in several ways:

Brought from home by the students

For day trips, students may bring bag lunches that do not require refrigeration. These lunches need to be safely stored during transport. Most field trip locations have specific areas for large groups to eat lunch, and many have special rules for this area. These rules should be identified and communicated with parents/guardians.

Provided by the school and taken on the trip

Make arrangements in conjunction with food services. Safely store food and drink during transport. Be aware of students with food allergies and special dietary requirements. Stay away from food or drinks that require refrigeration as these need special preparations.

Provided by the facility the group is visiting or cooked by the group at the facility

Some facilities are equipped with kitchens. The school may have a choice of menu items. Be aware of students with food allergies and special dietary requirements. If students and school staff will prepare food, state food handling certification is required.

Provided by stopping at restaurants

If the plan is to stop en route, choose the restaurant prior to the trip and inform parents/guardians of the choice. Students must be supervised while eating, and while moving to and from the restaurant. Let students know where they should keep money for the meal.

Overnight field trips - housing

Arrangements

Prior to the trip, arrange sleeping accommodations for the students and chaperones. Make sure chaperones and room assignments are gender-specific, and roommates are close in age.

Supervision

Special consideration should be given to the number of chaperones on an overnight trip. Additional chaperones may be needed. Ensure students have supervision at all times while on a school sponsored field trip. If chaperones will not sleep in the same rooms as students, discuss how students will be supervised in their rooms, such as a room check every 30 minutes until the students are asleep.

Inspection

If possible, inspect the proposed housing before deciding to use the facility. In lieu of inspection, obtain recommendations from an approved travel agency or another school that has used the facility.

Providing information to parents/guardians

Communicate housing information, including the name(s), address(es), telephone number(s), and cost(s) of the proposed housing unit(s) to both parents/guardians and students. Be sure to specify the housing and sleeping arrangements in the *Field Trip Description with Itinerary*.

Handling emergencies on field trips

One of the duties owed to students is prompt and appropriate emergency medical care. Types of emergencies that can occur on a field trip:

- Lost or missing student
- Medical emergencies, including serious injuries
- Natural disasters, such as inclement weather
- Abduction of a student
- Physically dangerous acts, illegal acts, overt defiance, or serious disciplinary problems (breaking school rules)

Actions to take when an accident occurs, and a student is hurt:

- Never fail to give aid (err on the side of caution)
- Due to the possibility of neck and spinal injury, do not move the student
- Access to student health information
- Obtain student health information (medical conditions, medications, allergies, etc.) related to potential needs on the field trip. Medical emergency cards/information/permission for treatment for each student must accompany the group with a copy kept at the school.
- Distribution of medications
- At least one staff member on the trip must be trained to distribute prescribed medications according to school district procedures and how to properly secure medications on the trip. Over-the-counter medications (Ibuprofen, Kaopectate, Tylenol, Benadryl, Tums, etc.) also require a district medication form signed by both parent and physician and the medication must be properly labeled by the parent.

Parental information and consent

Inform parents in writing about planned field trip activities, hazards and risks. Provide a way that parents can ask questions about the trip. For more involved field trips such as out of country or overnight stays, provide a more formal opportunity for questions, such as an informational meeting for parents/guardians. Discuss applicable information regarding the proposed trip, including the following:

- Purpose of the trip and relation to the curriculum or activity program
- Budget and fundraising
- Proposed detailed daily student itinerary
- Arrangements for chaperones
- Proposed travel arrangements
- Proposed housing arrangements
- Proposed eating arrangements
- Rules of conduct for students
- Reminder that district policies apply, including the prohibition of drug or alcohol use
- Parent information and permission requirements
- Fees and spending money
- Emergency procedures
- Potential personal safety risks
- Information related to foreign travel, including immunizations required, passports, laws related to drugs (including prescription drugs), and appropriate conduct in a foreign country
- Keep records of dates of meetings, number in attendance, and handouts/information given

District policies apply

Ensure parents, students and chaperones understand that district policies and procedures pertaining to pupil conduct, discipline, and rights apply to pupils while on field trips, and that parents will be responsible for getting the student back home if the student breaks the rules. Rules on field trips are the same as required of students within the school confines. Students violating school conduct rules on a

field trip are subject to the same disciplinary action as would apply if they were on school property.

Related documents

Ensure necessary documents are received by the parent/guardian, returned to the school, and permission/emergency forms are reviewed by the school before the trip. Information sent to parents/guardians should include at least the following:

- A letter from the school about the field trip
- Field trip details and itinerary, listing means of transportation and housing arrangements (if applicable)
- Things for a student to bring and not bring on the trip, including type of clothing needed
- Field trip permission form (informed consent)
- Health information/emergency contacts/permission for emergency treatment form

Transportation

As field trips are off school grounds, transportation is normally needed. This can be provided using a variety of forms. Listed below are transportation options and issues related to each.

District school bus

This is the preferred means for transportation for several reasons: it is the safest means of transportation, it is the easiest way to supervise many students, school bus drivers are trained school employees, and using district-owned and operated school buses keeps the money used for transportation in the school district. Use the district's *Request for District Transportation Form* to request this transportation.

Other district vehicles

For smaller groups, such as small clubs and teams, a school suburban may be requested from the GISH Activities Officer or Student Services Office at the Kneale Administration Building. Use the district's *Request for District Transportation Form* to request this transportation.

Charter bus

If school buses are not available, a recognized charter bus service can be used. Be sure to get a certificate of insurance, naming the school district as an additional insured on the bus company's liability insurance policy.

Parent provided transportation

A parent/guardian may elect to transport their student to and/or from the field trip. If the student is transported via means other than arranged by the school, the parent/guardian must release the District from any and all liability that may arise as a result of this alternate means of transportation.

The *Field Trip Transportation Release Form* may be used for this purpose. For some non-curricular events (such as clubs), the school may require students to provide their own transportation to and from the activity. To reduce liability to the school district in the event of a loss during parent provided transportation, school staff should take no role in such arrangements.

Private Vehicles are not to be used to transport district students in a group.

REQUEST FOR ALTERNATE TRANSPORTATION

I do hereby consent to my son and/or daughter traveling to/from the CPS activity listed below with me, the undersigned parent/guardian; and I do hereby release Crete Public School District from any obligation to transport my son and/or daughter from said activity. I agree that if this request is granted, the school and school officials will have no liability or responsibility for injury or damage that may occur related to alternate transportation.

Name of Student: _____

Sport/Activity/Class: _____

Date of Event: _____

I request that my child (named above) not be required to ride on the team/class bus/van:

- ☐ To the event
- ☐ On return from the event
- ☐ Both to and on return from the event

The reason(s) for my request is/are: _____

Date: _____
Signature of Parent/Guardian

The request is: _____ approved _____ denied

Date: _____
Signature of Activities Director or Principal

This form should be given to the Activities Director or Principal NO LATER THAN 2 DAYS prior to the event whenever possible.