Request for Field Trip Approval Form

This form must be received and approved by the Central Office Administrator prior to the announcement of the requested field trip.

☐ GENERAL INFORMATION:

Date of Request: April 6, 2026

Field Trip Location: San Antonio, TX

Start Date of Requested Field Trip: 06/28/2026

End Date of Requested Field Trip: 07/03/2026

School: Central and Howard High Schools

School Group: FBLA

Proposed Number of Students: 10

Proposed Number of Adults: 2

Field Trip Paid By: Donors and Members

Traversa ID #: 11009 and 11010

Organizing Teacher #1: Luciana Green

Mobile Contact#: _____

Organizing Teacher #2: Dan Hall

Mobile Contact #: _____

Other School Personnel: _____

Mobile Contact #: _____

Other School Personnel: _____

Mobile Contact #: _____

☐ DESTINATION: Please provided a detailed schedule of any stops.

☐ Educational Purpose of Field Trip with standard(s) to be covered: FBLA National Leadership Conference

☐ COST: Proposed Amount Requested from Students (please give a complete breakdown of costs):

$1,350 ($235-registration, $345-hotel, and $770 roughly flight tickets)

Please initial next to each statement on pages one and two.

LG A permission slip will be distributed to all parents that includes the following statement: No student will be denied participation due to the inability to pay or raise funds.

LG A copy of an emergency information card for every student including updated contact numbers, any known allergies, any known medical conditions, physician, and insurance information will be taken on the projected field trip.

LG The necessary professional leave of absence requests will be submitted via the absence management system according to the established guidelines of the Professional Learning Department.

☒ TRANSPORTATION: Time Bus(es) to pick up at School: 9:00 AM _____ Time Bus(es) To Return to School: 9:00 PM _____

According to the Bibb County School District Field Trip Guidelines, there are only three modes of transportation that will be considered for approval. This projected field trip will utilize the following mode of transportation:

☐ Parent/Legal Guardian Will Transport His/Her Own Child

_____*The following statement is a true statement regarding the projected field trip: "Each individual parent or legal guardian will transport his or her own individual child and will be responsible for his or her own individual child for the field trip in its entirety." The preceding statement will be included on the parent permission slip. If initialed, move directly to the Affirmation section.*

■ School Bus Number of Buses Proposed: 1

If a school bus is requested and you have proposed a school-based driver, i.e. coach with a CDL, provide their name(s) below. Note: school-based bus drivers must be approved by the Transportation Department.

1. _____ School: _____

2. _____ School: _____

☐ Charter Bus Number of Buses Proposed: _____ Charter Bus Company: _____

☐ *The proposed charter bus company is an approved carrier.*

Proof of insurance valid through the end of the requested field trip is attached for the proposed charter bus company. (Proof of insurance must be considered and may be required to be submitted when <u>any</u> mode of transportation is proposed to be utilized other than a school bus).

☒ CHAPERONES

LG Chaperone guidelines are met with at least one chaperone with every ten students for the duration of the day field trip.

LG Criminal Background Check Authorization Form approval(s) for non-Bibb BOE chaperone(s) projected to chaperone will be received before requested day field trip.

LG Chaperone guidelines are met with at least one chaperone with every five students for the duration of the overnight field trip or out-of-state field trip.

LG Fingerprinting approval(s) for non-Bibb BOE chaperone(s) to chaperone an overnight field trip will be received before an overnight field trip.

☒ GENERAL PRECAUTIONS

LG Each attending teacher is responsible for each student attending the field trip; however, each chaperone will have a group of students under their direct and close supervision for the duration of the projected field trip.

LG A teacher and chaperone orientation will be conducted and signatures obtained to indicate the teachers and chaperones received the necessary orientation prior to the requested field trip. A copy of the orientation guidelines should be stapled to the orientation sign-in sheet and kept on file at the school.

LG The Principal will have the contact number(s) for each teacher and chaperone attending prior to the field trip.

LG Roll checks will be conducted each time students enter or leave the bus and enter or leave a destination.

LG Monitoring provisions and safety precautions will be discussed with each chaperone prior to the requested field trip. Each chaperone has the contact number(s) for the organizing teacher(s).

LG Monitoring provisions and safety precautions will be submitted to the Principal in detailed written form for his or her approval prior to the requested field trip.

LG The bus route for this trip will be submitted to the Principal prior to the requested field trip.

LG Prior to the requested field trip, proper arrangements will be made at the school for the administration of medication while on the projected field trip according to the Bibb County School District Field Trip Guidelines.

LG Emergency meeting locations will be discussed with students and chaperones prior to the requested field trip.

LG Swimming will not be allowed during the field trip and field trip participants will not be allowed in the pool area.

LG A standard first aid kit will be on each bus.

LG The organizing teacher will assign each student a "buddy" of the same gender for the duration of the field trip.

☒ OVERNIGHT FIELD TRIP REQUEST AND/OR OUT-OF-STATE REQUEST

LG The organizing teacher will ensure that all Pay-Per-View Movies will be disabled in all rooms prior to arriving at the hotel.

LG The organizing teacher will ensure that all long distance calling features will be disabled in all rooms prior to arrival at the hotel. Room to room calling will be provided and allowed in case of emergency. Room numbers of each teacher and chaperone will be provided to students in case of emergency.

LG All student doors will be taped and initialed for overnight by the organizing teacher at the final room check. The organizing teacher will remove the tape during the wake-up call and will ensure that all students are accounted for.

LG Student doors will be monitored overnight by teachers, chaperones, or by a security guard who has background check approval through his or her employing company.

LG Teachers will not share a hotel room with students other than when a parent or legal guardian to child relationship exists.

LG Chaperones will not share a hotel room with students other than when a parent or legal guardian to child relationship exists.

LG Individuals of one gender will not be allowed in the room of the opposite gender.

LG A detailed Overnight Safety Plan will be submitted to the Principal for review and approval in advance of the projected field trip.

LG A proposed itinerary (complete with as many details as possible) is attached. A final itinerary (complete and detailed with every moment packed with details for the entire time) will be submitted to the Principal two weeks prior to the requested field trip.

LG If students are to travel overnight on a bus, one gender will be seated at the front of the bus with the other gender at the rear of the bus with teachers and chaperones dispersed throughout the bus.

Affirmation

As the Principal and as the organizing teacher, respectively, I have reviewed the requested field trip and confirmed that all information included in the Bibb County School District Field Trip Guidelines has been addressed and I affirm that all required items indicated on this form are included and will be uploaded to Traversa a minimum of four weeks prior to the requested start date of the requested field trip. If applicable: I affirm that for presentation to be made to the Bibb County Board of Education, this Request for Field Trip Approval Form for an overnight field trip that is also an out-of- state field trip will be sent as an overnight field trip request at least ten weeks prior to the start date of the field trip. I understand that approval of this requested field trip is also the method of approval for student instructional absences.

Teacher's Electronic Signature: Luciana Green Digitally signed by Luciana Green Date: 2026.04.06 11:17:15 -04'00'

Principal's Electronic Signature: Cassandra Washington Digitally signed by Cassandra Washington Date: 2026.04.16 14:07:41 -04'00'

Determination of Central Office Administrator:

☐ Approved ☐ Disapproved

Electronic Signature of Central Office Administrator: