

Local Parent Group Request
Non-Walking Field Trip and Event Request Form
(This form needs to be completed 3 weeks prior to the event date for approval purposes.)
Note: Minutes of the Local Unit approving this request must be attached.
Field Trip and Event Request Form Protocol

Local unit(s) _____

Field Trip or Event Topic and Location _____

Date & Time of field trip or event _____ AM-PM

Will you follow your normal schedule? ____ Yes ____ No Explain: _____

How many miles from your center or PALS site? _____ (30 miles max-within program services are)

Travel Comments: _____

Meal Details: Where is the meal going to be served? _____

Menu (be specific): _____

Time of meal service: Begin _____ End _____

Approved By: _____
Nutrition Coordinator _____ Date _____

Goal/Purpose of field trip or event: _____

Estimated number of participants: # HS Children _____ #Adults _____ #Staff _____
Admission Fees _____ (per child/adult)

No Cost OR Cost (circle one) \$ _____ Per Child \$ _____ Per Adults or \$ _____ for the event
\$ _____ Meal \$ _____ Travel

Signature _____ Date _____
Local Unit

Signature _____ Date _____
Local Teacher

Signature _____ Date _____
Area Manager

For Office Use Only: Date Recvd: _____ Approved : _____ Denied: _____

Reason Declined: _____

Approved by: Fiscal Manager _____ Date _____
Head Start Director _____ Date _____

Follow Up (after the event is held)

Number of participants: # HS Children _____ #Adults _____ #Staff _____

Payment made to: _____

**Note: Minutes of the Local Unit approving this request must be attached.
Field Trip and Event Request Form Protocol**

FIELD TRIPS

- A. A field trip is a fun way for children to experience new and different activities. Field trips conducted during class time need to be kept at about 30 minutes & within a 30 mile radius of the Center.
- B. Only one field trip experience per classroom/combination day.
- C. A child's participation on any field trip experience is contingent upon prior notice given to parents and written approval from the parents prior to each trip.
- D. Field trips will be planned at parent meetings.
- E. Field trips will be listed on the parent's monthly calendar that is given to parents with a copy being sent to the central office.
- F. Written notification will be given to families and sent to the area manager and central office one (1) week prior to the field trip. (walking and non-walking)
- G. Signed permission slips should be kept in each child's file at the center following the completion of the field trip.
- H. Center teacher can plan walking field trips as part of the lesson plan as part of the learning experience that day with manager approval. (Under 30 minutes)

The field trip request form may be used by any parent group to request a field trip for a center base, combination or home base group. Four off-site field trips are allowed each program year (2 fall and 2 spring). Program funds may be used to pay for trips based on available funding – the program can only pay for the enrolled child(ren) and up to two parents/guardian if there is a cost associated with the trip. Program transportation guidelines are followed.

The person/group requesting the Field Trip completes the form and then turns it into the Area manager who will turn it into the office for approval. The following information is considered: Appropriateness of Event, Location, Transportation Cost/Payment, Food, Staffing Required, Child Care. A decision will be made and noted on the form as well as any follow-up instructions. Once the form has been reviewed a copy will be returned to the Area Manager

If there is a program cost associated with the field trip, the request form goes to the fiscal office.

If there is food associated with the event, please complete the Meal Request portion of the Field Trip/Event Request form. This will be reviewed by the nutrition coordinator for approval.

If the request is denied the field trip/event will not take place.

The staff/area manager will attach a copy of the approved form to any bills or receipts to be turned into the Fiscal Office for payment.

The completed Field Trip/Event Request Form will be held in the Fiscal Office and attached to the voucher for payment when the bill is received.