

## Baldwin Community Schools Field Trip Procedure

Requester prints the following forms (if applicable) from the District website:

- Field Trip Request Form (an educational narrative of the trip must be included with the Field Trip Request Form upon submission).
- Transportation Request Form
- Leave of Absence Form(s)
- Bag Lunch Request Form
- Requisition Form(s)
  - A separate requisition should be completed for each check needed. For example, if checks are needed for a hotel and a destination (zoo, waterpark, etc.) then two requisitions should be completed. Each requisition should include account(s) to be charged, vendor mailing address, telephone number and fax number. Requisitions for hotels must include confirmation number(s), dates of stay, number of students, number of rooms, and the name(s) the rooms are held under. Hotel reservations are made by the requester and should be reserved with a personal credit card, when possible. After the field trip is approved the District will mail checks to their destinations along with tax exempt forms so that employee credit cards will not be charged. If a requester prefers to hand carry a check, rather than having it mailed, it should be indicated on the requisition form.

**Note>** All overnight trips must be approved by the Baldwin Community Schools' Board of Education prior to departure (***Board meetings occur on the third Tuesday of each month so plan ahead.***).

The proceeding forms must be completed and submitted to the building administrator. Documents must be submitted to the building principal no later than three weeks prior to the departure date. Once approved, the administrator forwards the documents to the Central Business Office for final approval. Documents must be submitted to the Central Business Office no later than two weeks prior to departure in order to allow time to mail checks relating to transportation, hotel, etc.

After a determination is made the Central Business Office will fax a copy of the approved/denied Field Trip Request Form back to the building administrator. The building administrator then informs the requester of the approval/denial.