## INDEPENDENT SCHOOL DISTRICT 196

Rosemount-Apple Valley-Eagan Public Schools Educating our students to reach their full potential

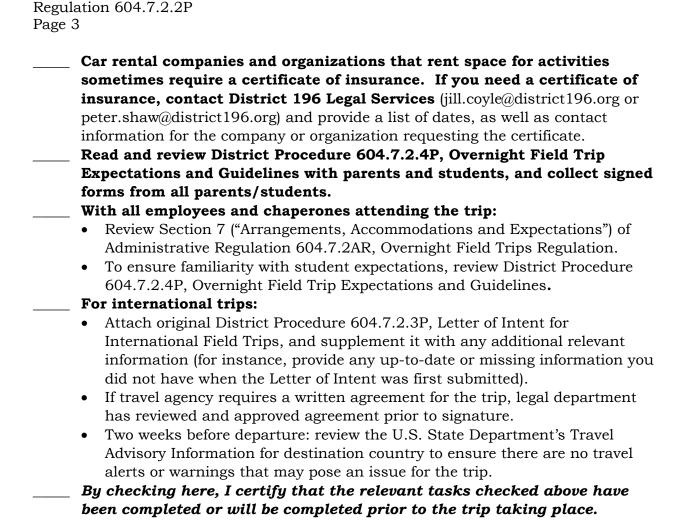
Series Number 604.7.2.2P Adopted	d October 1977 Revised February 2019
Title Overnight Field Trip Request	
	, must be completed and submitted to the Relevant weeks' notice is not possible, as soon as possible).
Date of request:	
Name of school and staff member(s) plann	ning trip:
Name/cell phone of supervisor attending	the trip:
Name and address of sponsoring group or	organization (if any):
Subject area:	
Location of trip (city, state):	
Dates of trip:	Event (if any):
Number of students on trip:	Number of school days missed:
Number of staff attending: Numb	per of parents or guardians attending:
Educational objectives of proposed trip: _	
Total expenses paid by district:	
Total expenses paid by fundraising or spo	nsor:
Cost per student:	
Travel and lodging arrangements:	
Type of transportation to be used:	
If Type III transportation (school or	rental van or automobile):
Are drivers Type III certified,	
• Are vehicles Type III certified Attach an itinerary (including dates)	l/inspected?    Yes   No
Other information:	
Approved by:	
Principal	Date
Director of Secondary Education or Director of Elementary Education or Director of Special Education	Date

## Overnight Field Trip Checklist

All relevant fields must be checked prior to submission

Read Administrative Regulation 604.7.2AR, Overnight Field Trips.
Complete District Procedure 604.7.2.2P, Overnight Field Trip Request.
<ul> <li>Attach an itinerary of your trip to the form before submitting; include hotel name and phone, transportation plans and cell phone numbers of all adult supervisors.</li> </ul>
• Submit to Principal and Relevant Director for signatures at least four weeks in advance, unless four weeks' notice is not possible, in which case the request must be submitted as soon as possible prior to the trip.
<ul> <li>If applicable, when you submit to the Principal and Relevant Director, provide a copy of your request and itinerary to Athletic Director or Arts/Activities Director.</li> </ul>
District Procedure 604.7.2.4.1P, Overnight Field Trip – Student Medical
Treatment Information and Permission, or, if it is an international trip,
District Procedure 604.7.2.7P, International Field Trip – Student Medical Treatment Information and Permission.
Two copies are required for each student.
<ul> <li>Original to coach/trip supervisor to carry on the trip.</li> </ul>
<ul> <li>Second copy with Athletic Director or Arts/Activities Director (if applicable).</li> </ul>
All volunteers must <i>read</i> Administrative Regulation 806.5AR, Volunteers
and complete District Procedure 806.5P, Guidelines for Volunteers.
Originals to the Principal and, if applicable, Athletic Director or
Arts/Activities Director.
Background checks must be completed through the District 196 Human
Resources Office on Level 3 volunteers including parents working with
student athletes, other chaperones, etc.
Requisition buses from District 196 Transportation.
Employees driving students must be Type III certified. See Administrative
Regulation 707.12AR, Transportation of Students by Employees in a Type III
(Car or Van) Vehicle.
Rental Vehicles: It is against the law to use 15-passenger vans.
<ul> <li>For in-season events for which you are not required to pay taxes, rental var should be paid for with a district P-Card, not a personal credit card.</li> </ul>
• A vahiala ranted in Minnesota must comply with the requirements of a Type

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- A vehicle rented in Minnesota must comply with the requirements of a Type III vehicle (for example, a minivan, like a Dodge Caravan that seats 6-7 people) and display a valid State of Minnesota inspection sticker on the windshield.
- A vehicle rented outside of MN is not required to have an inspection sticker but may only seat 10 or fewer passengers in compliance with the law.
- It is *strongly advised* that you buy the full insurance coverage for any rental vehicles.



Always double check the regulation and procedures for accurate and up-to-date information.