

**MANCHESTER REGIONAL HIGH SCHOOL REQUEST FOR DAY FIELD TRIP**

Teacher/Advisor: \_\_\_\_\_ Contact Phone # \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Trip Destination: \_\_\_\_\_

Club/Class: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Departure time from school: \_\_\_\_\_ Pick up Time from Destination: \_\_\_\_\_

Purpose of Trip (Be specific – list objectives – attach additional information if needed):  
\_\_\_\_\_

Estimated # of students: \_\_\_\_\_ Total cost to be collected: (if any) \$ \_\_\_\_\_ Total cost of trip: (non-transportation) \$ \_\_\_\_\_

Transportation Bus Request Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes Maria Gencarelli will make arrangements)

Transportation to be paid by: P.O. \_\_\_\_\_ GOA \_\_\_\_\_ Other Expenses to be paid by: P.O. \_\_\_\_\_ GOA \_\_\_\_\_

**P.O. and GOA request form must be attached**

Teachers involved: \_\_\_\_\_

Is coverage needed for all teachers' classes? Yes \_\_\_ No \_\_\_ If not, for which classes/periods? \_\_\_\_\_

Additional chaperones: \_\_\_\_\_

*\*If additional chaperones are school personnel, they must notify Lisa Ferrante for class coverage.*

**NOTE TO TEACHERS/ADVISORS:**

- a. Trip forms must be turned in to the Main Office at least **1 month before** the date of the trip to be BOE approved.
- b. A purchase order request is required if District funds (non GOA) are being used for transportation or any portion of the trip at least **1 month before** the date of the trip to be BOE approved
- c. Student permission slips must be returned at least **1 week before** the date of the trip.
- d. A list of students going on the trip must be emailed to all staff at least **48 hours before** the day of the trip.
- e. **Mrs. Carr, Mr. Rodriguez, and the School Counselors must approve/deny individual student participation.** Medical concerns, students on the restricted list, and attendance concerns will be red-flagged and appropriate notice will be given to/by the teacher in charge.
- f. **Lisa Ferrante will need bus company information but all transportation arrangements will be made by Maria Gencarelli in the Board Office; teachers may not use their own vehicle to transport students.**
- g. If the trip is cancelled, the teacher/advisor must notify the Board Office, Lisa Ferrante and Brenda Galletta so cancellations can go into effect, and the teacher/advisor must notify the full staff via email.

Teachers/Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY BOARD OFFICE**

Transportation Provided by: \_\_\_\_\_  
*Haledon Bus (18-22 passenger bus) or Other*

MRHS Board Agenda Date: \_\_\_\_\_

Haledon Board Agenda Date: \_\_\_\_\_

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Business Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**CHECKLIST**

Date(s) of Trip: \_\_\_\_\_

Trip Destination: \_\_\_\_\_

Club/Group: \_\_\_\_\_

The following list assists the staff member through the field trip process.

| Date Completed |   |
|----------------|---|
|                | Review field trip plan with supervisor  |
|                | Fill out Field Trip Form and Request Forms  |
|                | Secure supervisor and principal's signature for approval  |
|                | Submit to Superintendent's office for approval and Board Agenda   |
|                | Maria Gencarelli will arrange transportation she will then email teacher with the cost of transportation  |
|                | John Serapiglia will approve all cost and accounts related to trip  |
|                | Lisa Ferrante will do any Purchase Orders for transportation and other expenses   |
|                | Nancy Gabriele will handle General Organization Account (GOA) – proper paperwork must be submitted within one (1) month of trip and all monies submitted one (1) month before trip. |
|                | After board approval Maria Gencarelli will forward confirmation to Lisa Ferrante and Teacher  |
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