



## Field Trip or Special Event Request Form

To schedule a field trip or special school event, please fill out the information requested below and submit to NBSF Chief Academic Officer at least 30 days in advance of the proposed trip to accommodate the approval process.

School	
Date Request Submitted	
Grade Level(s)/Content Area(s)	
Date of Field Trip/Event	
Location	
How many students will participate?	
What is the total cost of this Field Trip and funding source?	
How many chaperones will attend?	
What will chaperones be responsible for? <small>(Chaperone Agreement Below)</small>	
<p>Identify the proposed field trip or event, including the exact location and date for the trip. Present a detailed description of the rationale for the trip/event including why it is a sound teaching and learning experience for students and how, as a learning experience, it is aligned with the grade level and content area work in your area of responsibility.</p>	

Explain how your students will identify, understand, and appreciate the linkages of this field trip/event focus and experience with the respective grade/content level study in the classroom. How will this Field Trip experience inform and enrich your teaching?

How will the learning of students and staff from this experience be shared with other students and your colleagues in the school and across the district?

Do any students have special medical conditions? \_\_\_ Yes No \_\_\_  
If yes, nurse's signature required.

\_\_\_\_\_  
Nurse Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

\_\_\_\_\_  
Nancia Sterling, NBSF CAO

\_\_\_\_\_  
Date



## Chaperone & Volunteer Guidelines

Thank you for joining us on our field trips or school event! Your participation is important and appreciated. Please be aware of the following guidelines:

- Please sign in at the front office and receive a visitor's pass before reporting to chaperone.
- The role of a chaperone is to actively supervise the children at all times to ensure their safety.
- **Only a parent or guardian may volunteer as a chaperone. Siblings and other guests may not accompany you when you are supervising students at a New Beginnings Schools Foundation field trip.**
- **Parents may not use cell phones for calls, e-mails, texting, etc. Parents may not use headphones or Bluetooth ear pieces when supervising students.**
- **Please follow all directions and schedules as set forth by the teachers. Teachers will give specific directions in regards to souvenirs, lunch, and food.**
- Students are to adhere to the buddy system when using the restroom. Otherwise students should be with an adult at all times. Never leave a child alone. Adult chaperones should wait outside the restroom and closely monitor students as they come out.
- If a student in your care is not acting appropriately, issue one or two firm but respectful warnings. Restate your directions and redirect the student. If still a child does not cooperate, notify a teacher immediately. **Volunteers may not discipline a student.**
- Your child must arrive at school on time and ride the bus to the fieldtrip location. Your child must return to school on the school bus. You cannot bring your child in your vehicle. You may not take your child home from the field trip location.
- If you plan to check out your child, you must report to the office and sign the student out.
- Dress appropriately for the fieldtrip. Please be modest in your appearance when joining us for a school activity. Do not wear pajamas or clothing with explicit sayings or pictures.

**I have read and agree to these guidelines.**

Student's Name \_\_\_\_\_ Teacher \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_