

FIELD TRIP REQUEST FORM

To be completed by the coordinator/teacher: Ruth Snyder

Regular/Local Field Trip: Chaperone Ratio (10:1) or  Water Overnight/Out-of-country:  
Chaperone Ratio (7:1)

School: North Star Field Trip Activity: Sailing historic ship on SF Bay

Location: Pier 40, San Francisco (Sail on SF Bay) Date(s) of Field Trip: Mar 10-5B-Snyder

Educational Purpose: Learn about life as a sailor on a 19<sup>th</sup> century ship  
Mar 17 5C - Klingele  
Mar 24 5A Klingele

Number of Students: 31 x 3 classes Number of Adults: 6-7 adults per class

Method of Transportation: private cars

\*\*Nursing needed for one or more students  
(Diastat, Insulin, Feeding Tube or other  
condition etc.):  
 Yes  No

\*\*Special Services needed for one or more  
students (Deaf/Hard of Hearing/Visually  
Impaired, Wheelchair etc.):  
 Yes  No

*\*\*If yes, the site admin is to contact the Director of Health and Wellness and/or the Director of Special Education at least 4 weeks prior to a field trip to coordinate services.*

If transportation is to be provided by private vehicles, the following information has been checked and obtained:

Driver Form signed by each private car driver certifying the following:

- Driver is over 25 years of age and possesses a valid California driver's license.
- Vehicle to be used is insured for at least the minimum required by the state of California.
- Vehicle has the proper number of safety belts as required by state law.
- The vehicle's rear-view mirrors, brake lights, directional signals, tires, and windshield wipers are in good operating condition and there is no vision impairment in the vehicle.
- Booster Seat for children who are under 8 and 80 pounds, per California law
- Vehicle has a first aid kit.

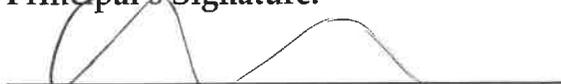
**To be completed by Site Administration or Management:**

\_\_\_ Volunteers have been fingerprinted through H.R. at least two weeks prior

\_\_\_ Megan's Law website checked for all chaperones

\_\_\_ \*\*Contact Director of Health and Wellness and/or Director of Special Education at least 4 weeks prior to a field trip to coordinate services. Please make a copy of this form and give it to your School Nurse or the Special Ed Department to assist with services.

Principal's Signature:



Date:

9.25.25