

FIELD TRIP REQUEST FORM

To be completed by the coordinator/teacher: Bowdoin

Regular Field Trip Chaperone Ratio (10:1) or Water/Overnight Chaperone Ratio (7:1)

School: Roy Cloud Field Trip Activity: Colonial Williamsburg, The Capitol, The Smithsonian,

Location: Washington DC Date(s) of Field Trip: May 18 - 22nd

Educational Purpose: Social Studies Enrichment

Number of Students: 50 Number of Adults: 7

*Nursing needed for one or more students (Diastat, Insulin, Feeding Tube or other condition etc.):

*Special Services needed for one or more students (Deaf/Hard of Hearing/Visually Impaired, Wheelchair etc.): N/A

Megan's Law website checked for all chaperones Method of Transportation: Charter Bus/Airplane

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, 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

___ Volunteers have cleared HR for COVID vaccination status (office mgrs. have records).

___ *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: 3/10/26