

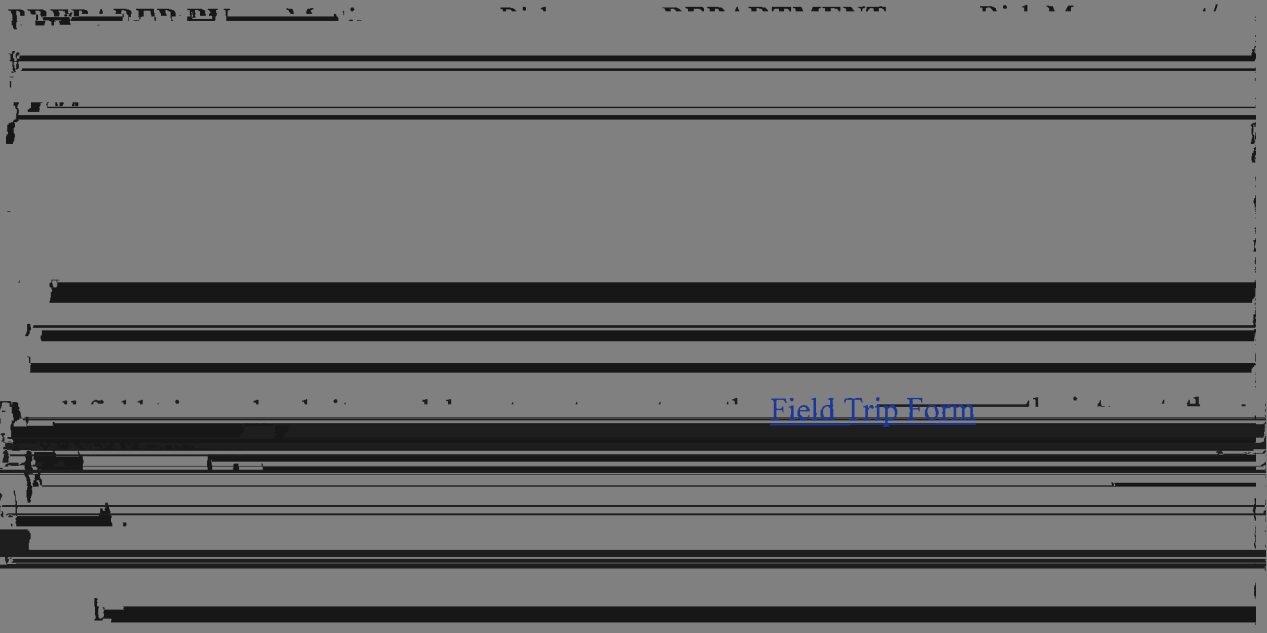


# BULLETIN

**SUBJECT:** FIELD TRIP FORMS AND REGULATIONS 2024-25 NO. BS -1

**TO:**

**DATE:** July 1, 2024



[Field Trip Form](#)

Local trips that are within 50 miles (that do not involve water or unusual activities) only require approval from the site principal. The Travel Request form for staff is not required for these local trips.

- Volunteer drivers must have a [Release o](#) form, TB test, and cleared background check.

Please keep copies of all field trips on file at the site for at least two years.

- Trips requiring Board approval must be submitted **6 weeks** in advance of the departure date, or the trip will be considered automatically rejected by the Area Assistant Superintendent, and it will not be presented to the Board.

Trips involving unusual activities or high-risk activities must be submitted to the Area Assistant Superintendent and Risk Management **6 weeks** prior to the trip. This allows the

