

**ALBUQUERQUE PUBLIC SCHOOLS
REQUEST FOR FIELD OR ACTIVITY TRIP FORM**

In-District: 5 days in advance

In-State (Out-of-District): 10 days in advance

Out-of-State: 15 days in advance

School: _____	Date(s) of Trip: _____	Time: _____
Destination: _____	City, State: _____	Mode of Transportation*: _____
*Schools are responsible for making all transportation arrangements.		Type of Vehicle: _____
Trip Sponsor: _____		Phone #: _____
Grade Level: _____	Number of Students Attending: _____	Number of Chaperones Attending: _____
Minimum Requirements: Elementary School (K-5) Middle School (6-8) High School (9-12)	Number of Student Drivers*: _____	Number of Chaperone Drivers*: _____
	One chaperone for every 7 students	Chaperones must be 21 years of age or older
	One chaperone for every 10 students	
	One chaperone for every 15 students	
Overnight trips: Chaperones may only chaperone students of the same sex. Students may only room with students of the same sex.		
Will students return after school hours (no ES): Yes No		How will students get home after school? _____
Describe how this trip will complement curriculum and instruction goals: _____ _____		
What provisions will be made for lunch: _____		
Has the cafeteria manager been notified of lunch plans? Yes No		
Form INS-72E completed for private vehicles transporting students?	Yes	No
Written permission from parents obtained (Form APS-49)?	Yes	No
Activity Trip Insurance Purchased (required for non-education & high risk activities)? Contact Risk Management for more information.	Yes	No
<u>Trip Finances</u>		
The district shall not be responsible for expenses not authorized on this approval form.		
_____ District Funds	_____ School Budget/Activity Funds	_____ Other: _____
Amount: \$ _____	Cost Account: _____ <small>(if required)</small>	Requisition #: _____ <small>(if required)</small>
Approved by Control Agent: _____		Date: _____
I certify that this trip is not promoted by a commercial interest for profit and that no trip sponsor or chaperone is receiving any form of compensation from any outside interest, firm or organization.		
Submitted by: _____		Date: _____
Approved by Principal: _____		Date: _____
Approved by Supt./Designee: _____		Date: _____
(All three approvals are required on all out-of-district activity or field trips)		

*If personal vehicles will be used, trip sponsors must provide the type of vehicles, driver's license numbers of all drivers and a copy of insurance of all drivers.