

PASSAIC VALLEY REGIONAL HIGH SCHOOL

100 EAST MAIN STREET, LITTLE FALLS, NEW JERSEY 07424

Dr. Bracken Healy
Superintendent



Ms. Krista Voorhis
Principal

Field Trip Request Form

General Guidelines:

- All Field Trip Request Forms must be submitted to the Principal's Office.
- Field trip travel permitted from October 1st through May 30th of each school year.
- Multiple trips may not be scheduled for the same day, and may not be approved over state mandated testing windows.
- All field trip requests must be Board approved prior to travel. Check Board meeting calendar for meeting dates and submit requests to the Principal's at least two weeks in advance of scheduled meeting.
- All stops on the trip must be included in the trip description. Unauthorized stops (snacks, meals, etc.) are not permitted.

Transportation Guidelines:

- Passaic Valley buses may be available pending schedule. PV buses must depart after 8:30 am and be back on campus no later than 1:30 pm. Please allow ample travel time to and from your destination. There is no fee for PV buses.
- The sponsoring faculty member is responsible for securing transportation from an outside bus company if a PV bus is not available, or if your trip falls outside of the above window, or if you are traveling out of state. Fees for an outside bus company should be divided amongst participating students and included in the overall fee for participation in the field trip, inclusive of tickets/admission, and other anticipated costs.

Outside Transportation Contact Information:

- Please contact any of the following companies to secure a quote for outside transportation. Your quote must be attached to your Field Trip Request Form:
 - First Student: 973-881-8802
 - STA/Jordan Transportation: 973-227-3100

Collection of Fees:

- Fees for student participation must be collected by the sponsoring faculty member and submitted to the Business Office. Student fees may include tickets/admission, transportation costs (if applicable), and snacks/meals if included in the trip plan (for example, a flat rate per student for lunch at a restaurant.)
- Fees should be paid by check to Passaic Valley Regional High School with the student's name and brief trip description on the memo line, or money order.

Faculty Member Responsibilities after Board Approval:

- Check the Social Probation list with Mr. Settembre to ensure all students are eligible to participate.
- Provide the Attendance Office (Ms. Curtis) and the Health Office (Ms. Salluce/Ms. Coyle) a roster of students participating.
- Disseminate and collect a signed permission slip for each student attending; completed permission slips to be kept on file with the sponsoring teacher.

Field Trip Request Form

PART I: GENERAL INFORMATION

PERSON REQUESTING TRIP: _____ DATE OF SUBMISSION: _____

CLUB _____ TEAM _____ CLASS _____

DESTINATION: _____

ADDRESS: _____

DATE OF TRIP: _____ DEPART PV @ (time): _____ DEPART DESTINATION@ (time): _____

SUBSTITUTE(S) NEEDED? Circle one YES NO FULL DAY or PERIODS NEEDED: _____

FACULTY MEMBERS ATTENDING TRIP: _____

WHAT IS THE PURPOSE OF THIS TRIP? HOW WILL THIS ACTIVITY RELATE TO THE INSTRUCTIONAL PROGRAM?

PART 2: TRANSPORTATION

OUTSIDE TRANSPORTATION? Circle one: YES NO PV BUS? Circle one: YES NO

(Reminder: PV bus approval must meet the guidelines outlined above and is subject to availability.)

NAME OF BUS COMPANY (if applicable): _____ TOTAL COST OF BUS (attach quote): _____

DEPARTURE TIME FROM PV TO EVENT: _____ PICKUP TIME FROM EVENT TO PV: _____

NUMBER OF STUDENTS ATTENDING: _____ BUS PICK UP POINT AT SCHOOL: _____

PART 3: FEES

	TOTAL	PER STUDENT
ADMISSION/PARTICIPATION FEE		
TRANSPORTATION		
PREPAID MEALS/SNACKS		
MISC. (DESCRIBE)		
	TOTAL TRIP COST =	COST TO STUDENT =

ADDITIONAL COSTS TO BOARD: _____

APPROVALS:

SIGNATURE OF PRINCIPAL: _____ DATE: _____

SIGNATURE OF SUPERINTENDENT: _____ DATE: _____

APPROVAL OF BOARD OF EDUCATION: _____ BOARD DENIAL: _____