

Orinda Union School District
Overnight Fieldtrip Approval
Board of Trustees Agenda Bill Worksheet

All fieldtrips involving overnight travel or travel further than 100 miles from the district shall require the prior approval of the Board.

All overnight fieldtrip contracts need to be reviewed regarding their compliance with the current board policy, specifically the chaperone ratio. The ratio of adults to students on school-sponsored trips shall be at least one to ten. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade students, appropriate to their ages.

*The overnight fieldtrip proposal **and** this worksheet must be submitted to the Superintendent Office **at least 45 days prior** to the fieldtrip to assure adequate advanced notice is provided to follow the necessary procedures.*

If the proposal meets the requirements, utilizing the information provided, Superintendent Office will prepare an Agenda Bill to accompany the contract as part of the consent calendar.



School requesting the approval: _____

Name of the facility for the overnight fieldtrip: _____

Dates of the overnight fieldtrip: _____

Grade attending the fieldtrip: _____

Estimated Number of **students** attending the fieldtrip: _____

Estimated number of **chaperones**: _____

Estimated number of **teachers**: _____

Does this meet the **1:10 ratio**? Yes No

Cost of the fieldtrip with Description: _____

Principal signature: _____ Date: _____

Vendor Contract Proposal of the overnight fieldtrip attached: Yes No