

Board Approval
Date: _____

DASD Field Trip Request Form

CATEGORY 1 Trips Requiring Building Administrator's Approval ■ Field Trip Request Form must be submitted a minimum of two weeks prior to the trip	CATEGORY 2 Trips Requiring Board of School Director's Approval <i>(trips 200 miles or more one way)</i> ■ Field Trip Request Form must be submitted a minimum of 1-2 months prior to the trip to be presented by a building administrator to obtain approval at a Board of School Directors' meeting
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The DASD Field Trip Request Form is comprised of two sections:

- **Section 1** must be completed for all trips (Category 1 & 2).
- **Section 2** must be completed if the trip requires the Board of School Director's approval (Category 2).

Please complete, sign, and submit your Field Trip Request Form to your building administrator. Only forms submitted within the proper time frames will be considered for approval.

SECTION 1 To be completed by Category 1 & 2 Field Trip Request Types

Requestor: Steven Stauffer, Michele Wallace and Andrew Schneider	Requestor Phone Number: 717-309-8361
Building: Dallastown Area High School	Grade(s) <i>(List all that apply):</i> 10, 11
Class(es) Coastal Biology <i>(List all that apply):</i>	Number of Students: ≤20
Number of Chaperones: 3	Transportation Needed: 77 Passenger Bus *Approved Certificate of Insurance must be provided for Motorcoach Bus transportation.
Destination Name: Chesapeake Bay Field Station	Destination Street Address 34001 Mill Dam Road City, State, Zip Wallops Island, VA 23337
Date of Departure: Jun 1, 2027	Time of Departure: 8:00 am
Departure Location: DAHS Pool Lobby	Are there planned stops on the route to the destination? Yes
If there are planned stops on the route to the destination, please list the name and address of the stop(s):	
McDonalds- 20817 Dupont Blvd., Georgetown, Delaware 19948	
Location of drop-off upon return?	DAHS Pool Lobby <i>Return time:</i> 3:30 pm to 4:00 pm
Transportation Provider Point of Contact: Reliance Transportation	Transportation Provider Cell Phone Number: Reliance Transportation
Driver: Reliance Transportation	Driver Cell Phone Number: Reliance Transportation

Major objective of the trip:	To complete objectives of Coastal Biology Course as outlined in course curriculum
How is the objective co-related to classroom experiences?	The trip is part of the Coastal Biology course.
How will you prepare your students for their trip?	Classes will be held during Wildcat period in May.
What follow-up have you planned for after the trip?	There will be a lab exam on the last day.

Transportation is requested of:

When researching Private (non-Reliance) providers/carriers ask:

1. Does your company carry some level of child molestation and exploitation coverage?
2. Does the company carry General Aggregate Liability insurance coverage exceeding \$2 million?

If the answer to these questions is "Yes" direct the company to provide a copy of the company's insurance rider for General Aggregate Liability and Child Molestation and Exploitation Coverage. When you receive this documentation, please submit it with your request.

☒ Reliance Student Transportation Services (DASD contracted carrier)	☐ Private Vehicles (students/parents)	☐ Private (non-Reliance) Van Services	☐ Private Motorcoach (approved Certificate of Insurance must be attached)
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Trip will be funded by:

☒ DASD General Fund (Building/Program)	☐ General Fund (fees paid by students - in & out)	☒ Activity Account (student payments are deposited to offset costs)	☐ All costs paid directly to facilities/vendors, travel agents, transportation providers, etc.
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SECTION 2 To be completed by Category 2 Field Trip Request Types

(If the trip is less than 200 miles each way **STOP**)

Will a substitute be required?	No	Location/Destination:	Chincoteague Bay Field Station 34001 Mill Dam Rd Wallops Island, VA 23337
Trip Description:	Field study of flora and fauna of Chincoteague Bay area as presented by the staff of the Chincoteague Bay Field Station.		
Goals of the Trip:	Students will complete labs through the Chincoteague Bay Field station and be able to complete a summative final exam on the flora and fauna they have experienced throughout the course.		
Date of Departure:	Jun 1, 2027	Date of Return:	Jun 4, 2027
Number of days students will be absent from school?	0	Who will pay the costs?	Student/ DAHS General Fund
Transportation costs to be paid by:	DAHS Science General Fund	Hotel costs to be paid by:	Student
Meal costs to be paid by:	Student	Do all Chaperones have Federal, State Criminal, and Child Abuse Clearances	Yes

	completed and on file with the District? [Link to Approved DASD Volunteers]	
How many Chaperones 3 will be on the trip?	Please List the First and Last Name of every Chaperone:	Michele Wallace, Steve Stauffer, Andrew Schneider

Student, faculty, and chaperone rosters with faculty and chaperone cell #'s must be provided to the driver on the trip date.

***Please complete, sign, and submit your Field Trip Request Form to your building administrator.
Only forms submitted within the proper time frames will be considered for approval.***

Approving Building Administrator: _____ Date: _____

Approving Reliance Transportation: _____ Date: _____

** send to bumstead and debbie harr when completed