Board Approval Date: _____

√DASD Field Trip Request Form

CATEGORY 1 Trips Requiring Building Administrator's Approval	CATEGORY 2 Trips Requiring Board of School Director's Approval *(trips 200 miles or more one way)*
▪ Field Trip Request Form must be submitted a minimum of two weeks prior to the trip	▪ 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

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: Cindy Harbert	Requestor Phone Number: 724.244.4920
Building: DAHS	Grade(s) *(List all that apply)*: 9 through 12
Class(es) *(List all that apply)*: French II and above	Number of Students: TBD
Number of Chaperones: approximately 1 for every 6 students	Transportation Needed: Bus(es) - 1 (to & from airport) **Approved Certificate of Insurance must be provided for Motorcoach Bus transportation.*
Destination Name: France	Destination Street Address _____ City, State, Zip
Date of Departure: on or about 6/6/28	Time of Departure: TBD
Departure Location: DAHS Front Circle	Are there planned stops on the route to the destination? no
If there are planned stops on the route to the destination, please list the name and address of the stop(s):	
Location of pick up for return?	Time to pick up for return?
Location of drop-off upon return?	Time of return?

Transportation Provider Point of Contact:	Transportation Provider Cell Phone Number:
Driver:	Driver Cell Phone Number:
Major objective of the trip:	
How is the objective co-related to classroom experiences?	
What follow-up have you planned for after the trip?	

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 Non-Passenger Rental (box truck, trailer…)	☐ Private Motorcoach (approved Certificate of Insurance must be attached)

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.

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:** France
Trip Description: Tour of various cities in France	
Goals of the Trip: To enhance language proficiency & cultural competency	
Date of Departure: on or about 6/6/28	**Date of Return:** on or about 6/16/28
Number of days students will be absent from school? 0	**Who will pay the costs?** Students and their families
Transportation costs to be paid by: Students	**Hotel costs to be paid by:** Students
Meal costs to be paid by: Students	**Do all Chaperones have Federal, State Criminal, and Child Abuse Clearances completed and on file with the District? [Link to Approved DASD Volunteers]** yes
How many Chaperones will be on the trip? 1 for every 6 students	**Please List the First and Last Name of every Chaperone:** TBD

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:_____

October 30, 2026

To whom it may concern,

I am requesting approval to organize and take a student trip to France in June of 2028. It would be open to students actively enrolled in levels two and up during the 2027 - 2028 school year.

Destination:	Paris and various cities in southern France
Dates:	June 2028. Final dates dependent on availability of air travel and hotels.
Approximate cost per student:	$5,000 (With payment plan available and spread out over 18 months.)
Transportation:	• School bus to and from the airport. • Airplane to France. • Motorcoach and train within France.
Lodging:	Various hotels.
Chaperones:	Cindy Harbert. Others to be determined depending on the number of students going. Chaperone ratio will be approximately 1 for every 6 students, as per EF guidelines.
Travel Company	EF EducationalTours, Boston, MA.
Rationale for the Trip	Transform abstract language study into a practical skill by enhancing language proficiency and cultural competency in a real world situation.

Thank you for your consideration.

Cindy Harbert

Cindy Harbert
French and Spanish Teacher, DASD