



NEWMAN INTERNATIONAL ACADEMY

Field Trip Guide & Detailed Checklist

60 DAYS PRIOR:

1. Determine date AND location of field trip (please be prepared with alternate dates)
Check to make sure it does not conflict with any preschedule District or campus events
2. **BEFORE** notifying parents/students/other departments, you **MUST** obtain verbal approval from campus Principal for your field trip
3. Once you receive verbal approval from campus Principal, complete the online [Transportation Approval Form](#). Be sure to include the NAME and address of the venue in the destination.
4. You should receive a Calendar Invite (confirmation) from transportation (tlong@newmanacademy.org) regarding availability, and cost, if using an outside vendor
 - a. The Transportation Coordinator will let you know which bus/van number you will be using and give you contact information to schedule transportation pick-up/drop-off.
 - b. If you do not receive a Calendar Invite confirming your event date/transportation within 2 business days, please reach out to Transportation (tlong@newmanacademy.org or rjohnson@newmanacademy.org).
 - c. If transportation is unavailable, information will be provided for an option to use an outside vendor. A link for Charter Vehicle quote can be found under Field Trip Forms on the Faculty & Staff page of the Newman website.
5. Determine how many students will be attending AND contact the venue for a **WRITTEN** quote
6. **AFTER** receiving confirmation from Transportation
 - a. Forward the confirmation email to YOUR Office Coordinator.
 - b. Complete the online [Student Trip Planning Form](#).
 - i. If the event will take place during school hours, this form must be completed within two (2) business days of receiving approval for transportation.
 - c. Calculate Cost
Transportation Cost:
 - i. If using an NIA bus/van, you will need to calculate your transportation cost (driver PLUS mileage) and add this to the cost of the trip
 1. Newman driver = \$150 per vehicle
 2. Calculate mileage
 - a. Look up TO and FROM directions from the campus to your venue on Google Maps.

Be sure to include any/all stops you will make on your trip

 - b. Multiply the mileage rate (\$1.00/mile) times the roundtrip miles
 - c. Example: 100 miles x \$1.00 = \$100.00
 - d. Add driver cost per vehicle PLUS mileage

*If using more than one bus/van, be sure to multiply this amount by the number of vehicles being used

Example: 2 buses @ 100 miles, roundtrip: (2 drivers x \$150) + (2 buses x \$100) = \$500
 - ii. If utilizing outside vendor for transportation, you must obtain **WRITTEN** quote. *Written quote for outside vendor transportation must be submitted and approved in the same manner as any other PO request.*
- Meal Cost:*
 - i. If students are bringing their own lunch, enter "0"

- ii. If there is an additional cost for meals, multiply the number of students attending by the cost per meal

Admission Cost:

- i. Multiply the cost of admission by the number of students attending

Additional Costs:

- i. This includes parking, teacher or chaperone admission, and other miscellaneous expenses.
- ii. List each expense and the total cost

Total Cost of the Trip:

- i. Add Transportation, Meals, Admission, and Additional Costs

Cost Per Student:

- i. Divide Total Cost of the Trip by the number of students attending

7. You will receive communication from the Café (ddominguez@newmanacademy.org AND/OR lrichmond@newmanacademy.org) about your event after completing the Student Trip Planning Form.
 - a. IF the entire grade level is affected, Food Services will email you a Field Trip Deposit Form with Student ID and Names pre-populated (make a couple copies of this blank form).
 - b. This email should contain a due date (30 days prior to event).
 - c. Your campus will be billed for meals if insufficient notice is given.

45 DAYS PRIOR (OR SOONER):

1. Information is sent to parents
 - a. Flyers and permission slips should be delivered to parents
 - b. Permission Forms, etc. are located on the website
 - c. Completed forms are kept on your campus. DO NOT forward these to the Business Office
 - d. Out of town trips will require a rental vehicle from Durham
 - e. Parent Communication should be scheduled for delivery (Contact your Principal for guidance)
 - f. Provide "Refusal of School-Sponsored Transportation" forms to any parent who will be taking their own child to the destination
 - g. Volunteers must have a current
2. Check with your Office Coordinator about approved volunteers/chaperones
 - a. Volunteers must have a current Volunteer Application on file or have turned one in for review
 - b. Background checks are required for ALL volunteers
3. Begin collecting funds for field trip – **Money CANNOT be held for any reason**
 - a. Individual receipts must be written for each payment received (PRINT, no cursive, please)
 - b. Receipts must include the following:
 - i. Student 's first AND last names (NOT the parent)
 - ii. Grade
 - iii. Campus
 - iv. Event information (i.e. Ft Worth Zoo 01/01/01)
 - v. Amount of payment
 - vi. Type of payment, including check or money order number when applicable
 1. White copy → Student
 2. Yellow copy → Business Office
 - a. DO NOT tear yellow copies of receipts individually, unless necessary. Try to keep these in full sheet form (4/page)
 - b. Yellow copies of receipts not left in full sheets **MUST** be taped to 8 ½"x11" page for scanning (4/page). Take care in taping the top and all four (4) corners to minimize jamming the scanner.

3. Pink copy → Remains in receipt book
 - c. Record details for each student on the applicable line of the Field Trip Deposit Form
 - i. Additional copies of the blank pre-populated forms from the Café may be necessary if all funds are not collected on the same day
 - ii. A compilation on one form should be kept for submitting to the Café, 30 days prior
 - iii. Submit deposit form, yellow receipt copies, and funds collected to the Office Coordinator
 - iv. Office Coordinator will forward monies, deposit forms, and yellow copies of receipts to the Business Office DAILY (see Cash Receipts – Campus Process for details)
- Per TEA Guidelines and Newman policy, ALL money received MUST be turned in to the Business Office. NO cash can be spent directly on an event.

30 DAYS PRIOR (OR SOONER):

ALL FUNDS MUST BE SUBMITTED TO THE BUSINESS OFFICE THIRTY (30) DAYS PRIOR TO NEXT STEPS...

1. Submit the written quote received for your field trip venue to the Principal's office.
2. Office Coordinator MUST submit PO request 30 DAYS PRIOR TO event for the total amount of admission for venue or forward necessary information to the Business Office (this does NOT include transportation costs)
 - a. Office Coordinator must include in the description:
 - i. Grade Level AND Date of Event (ie. 3rd Grade Field Trip on 01/01/01)
 - ii. "CHECK REQUESTED", along with instructions as to how the check is to be delivered:
 1. SEND TO CAMPUS; or
 2. MAIL TO VENDOR
 - b. Office Coordinator will attach the quote from the venue.
 - c. Payments will not be processed without a written quote attached to the PO request.
 - d. Payments, including partial deposits, will not be processed without sufficient funds collected from students, AND deposited, to cover the expense.
 - e. The Fort Worth Zoo, or other venues, which require credit card payments, please reach out to the Business Office for additional forms for completion/instructions.
3. Inform the campus nurse of your field trip so they can gather student medical information
 - a. Send a list of all students attending the trip to the campus nurse
 - b. Campus nurse will notify lead teacher of the need to pick up medications, etc. for the day of event
4. Return final compilation of pre-populated deposit form to Café
5. Submit final deposit form, yellow receipt copies, and funds collected to the Office Coordinator to forward to the Business Office (Payment for venue will not be made until ALL funds have been received in the Business Office)
 - a. Please write "FINAL" on the deposit bag
 - b. Include a copy of the completed compilation of pre-populated form (same as sent to Café)

14 DAYS PRIOR (OR SOONER):

1. Office Coordinator should confirm arrangements with the Business Office for check pick-up/payment
2. Make copies of any "Refusal of School-Sponsored Transportation" forms
 - a. Newman prefers that all students ride the school provided transportation, however if a parent insists on providing their own transportation, this form MUST be completed

DATE OF EVENT:

1. Provide attendance to the Attendance Clerk
2. Medications
 - a. Designated staff member should pick-up any/all necessary medications, instructions, medication logs, etc. from the campus nurse
 - b. Administer medications as directed, ensure logs are completed with date/time administered, and the initials of the person administering the medication
 - c. If a problem arises, contact the campus nurse or call 911, according to the student's Emergency Action Plan
3. Keep all permission slips, medical information, emergency contact information, transportation denial forms, and rosters in your field trip binder
4. Present payment at venue and collect a receipt
5. Incident reports must be completed and parents/administrators notified for any situations involving the safety/well-being of children
 - a. Notify school administrators immediately for any disciplinary issues
 - b. If the situation involves illegal activity, call 911 first, then contact school administrators

AFTER EVENT:

1. Return any/all medication and logs to the campus nurse immediately upon return to campus
2. Submit all receipts and Purchase Orders to the Business Office