
FIELD TRIP PROCEDURES (RSK-P106)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 The Process of providing Field Trip Packets to School Sites.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Office Tech III

Marianne Clemmens

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Risk Management

Signature

Date

4.0 DEFINITIONS:

- 4.1

5.0 PROCEDURE:

- 5.1 Revision of field Trip documents for intranet forms stored on H drive. Packet includes all forms listed in associated documents.

Office Tech and approved by Risk Management
Director is distributed to all sites at the
revisions.

- 5.35(r)-/P Segment Administrators will file filing copy of out of town and unusual activities field trips from school sites to Risk Management for approval process.

- 5.45(r)-/P New adapted forms and inserts for the Field Trip Packet are added and updated by Risk Management.

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 RSK - F106A Field Trip Request Form
- 6.2 RSK - F106B Out of State or County Travel Request Form
- 6.3 RSK - F106C Student Field Trip Authorization Form (available in other languages)
- 6.4 RSK - F106E Volunteer Personal Auto Use Form
- 6.5 RSK - F100B Student Voluntary Transportation Agreement
- 6.6 RSK - F106F Field Trip Information
- 6.7 RSK - F106G Field Trip Vehicles
- 6.8 RSK - F106H Overnight Trips Hotel Accommodations Information
- 6.9 RSK - F106I Field Trip Roster
- 6.10 RSK - F106J Non-California Field Trip student Authorization

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Field Trip Packet	File cabinet at site; LSU Office and Risk Management as described.	2 years	shred	Forms located at sites and LSU Office. Out of Town and Out of Country field trips, Request form cover sheet also on file in Risk Mg42002 Tc-.0.tion