

Field Trip Check list ~ Day and Overnight

Field trip Checklist. Please follow all steps listed.

<https://www.lwsd.wednet.edu/cms/lib/WA50000091/Centricity/Domain/62/Field%20Trip%20Checklist%202023.pdf>

Student field trip (day trip)

Field trip Request form (Trisha or Kay have)

Motor pool or trip request form

<https://www.lwsd.wednet.edu/cms/lib/WA50000091/Centricity/Domain/62/Motorpool%20Trip%20Request.pdf>

<https://www.lwsd.wednet.edu/cms/lib/WA50000091/Centricity/Domain/62/Transportation%20Trip%20Request.pdf>

Permission slips

<https://www.lwsd.wednet.edu/cms/lib/WA50000091/Centricity/Domain/62/Field%20Trip%20Permission%20Form-Revised%20April%202015.pdf>

Student field trip (overnight and/or out of state over 325 miles) including state competitions.

1. Overnight field trip request form-Principal receipt of the form **3 months** prior to trip.
2. Board approval needed **4 weeks** prior to trip

<https://www.lwsd.wednet.edu/cms/lib/WA50000091/Centricity/Domain/62/2320%20F2%20LWSD%20Overnight%20Field%20Trip%20Request.pdf>

3. Field trip request form (Trisha or Kay have)
4. Motor pool(van) or trip(bus) request form

<https://www.lwsd.wednet.edu/cms/lib/WA50000091/Centricity/Domain/62/Motorpool%20Trip%20Request.pdf>

<https://www.lwsd.wednet.edu/cms/lib/WA50000091/Centricity/Domain/62/Transportation%20Trip%20Request.pdf>

5. Permission slips

<https://www.lwsd.wednet.edu/cms/lib/WA50000091/Centricity/Domain/62/Field%20Trip%20Permission%20Form-Revised%20April%202015.pdf>

Staff conference

1. Workshop travel request form-if travel is out of state board approval is needed.

<https://www.lwsd.wednet.edu/cms/lib/WA50000091/Centricity/Domain/62/Workshop%20Travel%20Request%20Form%206213F.pdf>

2. Travel reimbursement form

<https://www.lwsd.wednet.edu/cms/lib/WA50000091/Centricity/Domain/62/6213F2%20Travel%20Reimb%202023.pdf>

State events

It is best to get board pre approval the year before and go for final approval at least 4 weeks prior.

1. Overnight field trip request form-Principal receipt of the form **3 months** prior to trip. Board approval needed **4 weeks** prior to trip. Principal or designee will be at 1st board meeting monthly for needed approvals.

<https://www.lwsd.wednet.edu/cms/lib/WA50000091/Centricity/Domain/62/2320%20F2%20LWSD%20Overnight%20Field%20Trip%20Request.pdf>

2. Coach/advisor travel expense reimbursement

<https://www.lwsd.wednet.edu/cms/lib/WA50000091/Centricity/Domain/54/6213F2%20Travel%20Reimb%202023.pdf>

3. Student travel expense(meals) get from Trisha. Not updated on website yet.

4. Permission slip

<https://www.lwsd.wednet.edu/cms/lib/WA50000091/Centricity/Domain/62/Field%20Trip%20Permission%20Form-Revised%20April%202015.pdf>