# Request Procedures

1. Please note: All field trip requests must be submitted at least one month in advance. The deadline for submitting field trip requests for the school year is April 1st.
2. Field trips will not be approved for the first week of the first semester or two weeks prior to the end of the fall semester exam period or two weeks prior to the spring semester exam period.
3. Check the Uni online Test/Projects calendar for potential conflicts.
4. Obtain a **Field Trip Request Form** from the forms file cabinet in the Main Office or download the form from Forms folder on shared drive
5. Complete all sections and give the completed form for approval to the respective Executive Teacher and then to the Associate Director.

# Transportation Requests

1. To request a vehicle from F&S Carpool, use the form **F&S Carpool Request Form**. This form is available in the forms file cabinet in the Main Office.
2. After completion of the **F&S Carpool Request Form,** please turned it in to the Main Office staff.
3. Once the vehicle has been reserved from carpool, a **Car Release Form**, will be provided to the authorized driver.
4. If a bus is needed, please email **uni-office@illinois** with the detailed trip information. (Locations, departure time, how many students, sponsor/chaperone, anticipated return time, etc.)

# Immediately Following Approval, the teacher should:

1. Inform students of approved trip. Inform parents of the field trip via email. If the field trip is Out of Town, have parents of the participants complete the Field Trip Permission Slip. Students must have a signed permission slip to participate on the field trip.
2. Place the scheduled Field Trip on the Uni online Tests/Project calendar. There are instructions on how to enter information.
3. Send an email to the Attendance Office listing the names of students participating on the trip.
4. Send an email to all faculty announcing the field trip, the date, locations, departure and return times, and the names of students. This should be completed as soon as possible, but as courtesy to fellow faculty, no later than 2 weeks prior to the trip.

# Financial Considerations

1. The sponsor of the field trip must meet with the Business Manager to discuss any costs associated with the field trip, source of funds, how fees will be paid and collected. If cash is needed, or if checks are needed to cover fees the day of the event, meet with the business manager at least 3 weeks in advance.