

## FIELD TRIP DRIVER CLEARANCE FORM 2019/20

Teacher/Class: \_\_\_\_\_ Destination: \_\_\_\_\_

**Principal's Approval?** \_\_\_\_yes - Please attach a copy of the completed Parent Field Trip form.

You may find at: <http://www.ocsww.org/files/personnel/Field%20Trip%20%28B%29.pdf>

Will you be gone at Lunch time? \_\_\_\_ If yes, have you notified the Kitchen? \_\_yes / Specialist? \_\_yes

**Date of Field Trip:** \_\_\_\_\_ (this form must be submitted to the Accounts Manager one week prior to trip)

**Amount of Field Trip per person:** \$\_\_\_\_ (please provide list of student's/chaperones to be charged to FACTS account)

**Safe Environment Compliance verification - Please list Field Trip Drivers:**

(to complete this section please find the "SE Compliance Volunteer List" in the shared Google Drive\*)

\*If a volunteer is not listed on the above SE Compliance Volunteer List or is listed but not in compliance the Accounts Manager will contact the volunteer to get them into compliance. Any questions please contact Bonnie x4132.

Alpha order please	SE Policies signed?	SE last class	Background Check	Driver Information Form on file?
Last Name, First Name:	Virtus/Yes/No	Date	Date	Yes/No

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 If money is collected for the field trip or payment needed please complete this section:

### St. Patrick School - Receipt of Funds

Event/Activity: \_\_\_\_\_

Teacher Name \_\_\_\_\_ Amount turned in: \$ \_\_\_\_\_ Date \_\_\_\_\_

Will you need the school credit card to pay for this event/activity? \_\_\_\_yes \_\_\_\_no

Or do you need a check issued for this event/activity? \_\_\_\_yes \_\_\_\_no

If yes, payable to: \_\_\_\_\_

Address: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Date check is needed: \_\_\_\_\_