

## 2021-22 Proposal for Overnight Activity Trip

### Instructions

1. This form should be completed and submitted as soon as possible after the trip itinerary is known. A minimum of **two weeks** is suggested for planning **any** overnight field trip. No international trips are allowed at this time.
2. Before submitting this proposal:
  - a. REVIEW COVID-19 FIELD TRIP GUIDELINES\* on page 3.
  - b. **The teacher/school sponsoring the trip MUST contact [StrategicSourcing@dcsdk12.org](mailto:StrategicSourcing@dcsdk12.org) and ensure that the supplier has a current MSA/contract on file and/or can be an approved supplier. You are attesting to this fact by signing below.**
  - c. **Do not sign any event (trip) contracts/agreements with suppliers.** Director of Strategic Sourcing is the designee on behalf of the District to sign all contracts. Otherwise, individual employees potentially could be liable for any contractual agreements.
    - i. Keep in mind that it may take up to **two weeks** for Strategic Sourcing to finalize your event agreement with company/vendor.
  - d. Trip sponsors should check with school administrators about prohibited and restricted activities.
  - e. Proposed overnight trip benefits must be discussed with your Principal and obtain his/her signature approval below. Please also include your school nurse on the trip for any student medical concerns that need to be addressed for the field trip.
  - f. Any person who is designated as a chaperone and who is **not** a DCSD employee **must** complete Community Volunteer Application Fillable annually. Community Volunteer Applications and copy of a valid driver's license for each chaperone must be attached to the correct and completed Proposal for Overnight Activity Trip and received by Risk Management **no later** than 1 week prior to departure date. Please refer to Superintendent policy IJOA regarding chaperone requirements.
3. Email completed form (with Sponsor and Administrator signatures) to [kvanhorn@dcsdk12.org](mailto:kvanhorn@dcsdk12.org), for first review. Katie will then send to Strategic Sourcing.
4. Once Strategic Sourcing finalizes the supplier event (trip) contracts, the entire proposal will be sent through Eversign (electronic signature software) for the remaining approval signatures.
5. Upon completion, the trip sponsor/director will receive email confirmation through Eversign that the trip was approved. It is the responsibility of the trip sponsor/director to submit the event (trip) contracts to the supplier. Completed contracts must be submitted with PO to be approved.

School: \_\_\_\_\_ Activity: \_\_\_\_\_

Group/Class: \_\_\_\_\_ Destination: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name and Title)

Signature: \_\_\_\_\_

### DESCRIPTION AND DATES OF OVERNIGHT TRIP:

\_\_\_\_\_

**PURPOSE/BENEFIT TO STUDENTS (INCLUDE STATEMENT OF ACADEMIC CREDIT):**

\_\_\_\_\_  
\_\_\_\_\_  
Number of School Days Missed \_\_\_\_\_ Number of Students: Male \_\_\_\_\_ Female \_\_\_\_\_

**ITINERARY:** Please attach a complete itinerary, along with all proposed event contracts from supplier.

Name of Company: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Transportation Arrangements:**

- Staff members must have a small vehicle permit issued by Transportation and a current CPR/First Aid certification to transport students in any DCSD vehicle. Private Drivers ARE NOT covered by DCSD insurance, drivers insurance is PRIMARY and driver assumes ALL Risk.
- **IMPORTANT RENTAL INFORMATION:**
  - Rental of vans capable of transporting more than **12 passengers** is prohibited.
  - When renting a vehicle, purchase the maximum allowable rental car insurance.

**Housing Arrangements (VRBO's/AirBNB are NOT Allowed)**

Type/Company/Address/Phone: \_\_\_\_\_ Date(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Nearest Hospital:** \_\_\_\_\_

**CHAPERONES:** (The District requires a ratio of 1:10 Staff to Student or 1:5 Parent to Student. The appropriate number of chaperones of each gender is required. Please attach a separate page if needed.)

**School Personnel:**

At least one staff member must hold a current First Aid/CPR certification per state law. Check box next to name to indicate that staff member is First Aid/CPR certified

<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

**Parent Volunteers:** See 2.f. above

\_\_\_\_\_  
\_\_\_\_\_

**APPROVAL SIGNATURES:**

_____ Strategic Sourcing	_____ Date
_____ Risk Management	_____ Date
_____ CTE/CTSO	_____ Date
_____ Activities/Athletics	_____ Date

## \*Douglas County School District COVID-19 Out of State or Overnight Field Trip Guidelines

The current field trip protocols/procedures will continue to be followed, in addition to the following procedures, due to the current state of COVID-19 in the community.

- Field trip forms must be submitted at least two weeks before the desired trip.
- Requesting teachers must attach a copy of the venue's COVID-19 precautions to field trip request forms.
  - Please be sure to check the [travel guidelines/restrictions](#) for the location of the trip and attach those to your forms.
  - To be included in the trip forms is a plan on what to do if a student, staff or chaperone becomes ill and has to be isolated due to any state/county mandates.
    - What is your isolation plan?
    - Will you have a backup chaperone should you have to replace one?
    - How will families and schools be notified?

### Best practices during the COVID pandemic

- Students, staff and chaperones must wear masks when indoors and on a bus for the entire trip.
- Distance as much as possible while indoors.
- Have a seating chart available when possible for indoor activities, to refer back to for contact tracing.
- Wash hands before and after eating, or gathering as a group. Have hand sanitizer available at all times.
- Travel with extra masks for staff and students.
- Vaccinated staff/students can share a room.
- When vaccination status is unknown, one student per hotel room is recommended.

### Transportation

- Transportation must be confirmed prior to the teacher moving forward with trip information to parents.
- The two seats behind the bus driver should remain vacant.
- There is no capacity limit on the bus.
- A seating chart must be available, in case contact tracing is necessary.
- No money will be collected from students/caregivers until the field trip is approved.
- Parents/Caregivers must pick up children immediately if a student becomes ill and/or must be quarantined.
- If a chaperone becomes ill or is asked to quarantine he/she must have an adult available to pick him/her up immediately, or if well enough can drive themselves home.

### Individuals Ill with COVID-19 Symptoms

- Students who have been in close contact with someone who has tested positive or in quarantine cannot attend the field trip.
- Students, chaperones, and staff should immediately report any symptoms of illness or not feeling well to the lead DCSD Staff Member on the field trip.
- The ill person should be isolated at once from the rest of the group, given a mask (if needed) and have another adult monitor the ill person until a family member arrives to pick up the ill person. The monitoring adult should remain greater than 6 feet away from the ill person and wear a mask.
- The venue staff and the Principal of the school should be notified as soon as possible of the ill person.
- The DCSD trip sponsor will notify parents of the ill student and the close contacts.
- After the ill person has left the venue his/her room and isolation area, if different, should be cleaned and disinfected thoroughly by the venue staff per CDC protocol before anyone associated with DCSD enters the area.

**Face Coverings**

- Face coverings are required pursuant to Executive Order D 2021 103 for certain individuals, age eleven (11) and older, in the following settings:
  - Preschool through Grade 12 (including extracurricular activities)
  - Child Care Center and Services
  - Fully vaccinated children ages 16-18, in a classroom, cohort, or other group of children may remove masks where the teacher(s), caregiver(s) or other staff whose primary responsibility is education or childcare have provided proof of fully completed vaccination to their employer.

COVID Waivers are to be signed by all participants and stored at the school, and must be made available upon request.

**Please understand these guidelines could change at any time. I will complete the required tasks and documentation.**

Sponsoring Teacher \_\_\_\_\_ Date \_\_\_\_\_  
Principal \_\_\_\_\_ Date \_\_\_\_\_  
Coordinator \_\_\_\_\_ Date \_\_\_\_\_