



CHEYENNE – EAGLE BUTTE SCHOOLS

Home of the BRAVES

Please Check Everything Off in Your Packet; Make Sure it is Complete

FIELD TRIP REQUEST

Detailed Itinerary – Exact location of trip/event, address & telephone number	
Student List/Roster	
Emergency Plan	
Trip Ticket	
Food Request – Must have students meal pin code for sack lunches. If requisition needs to be done make sure you put where you are eating.	
Permission slips; attached for Field Trips	
3 Quotes from Hotel Offering Government Rates, Phone Numbers and Addresses	
Student rooming list – make sure you call in your room with credit card traveler/chaperone.	
Travel Request – ONLY WITH OVERNIGHT TRIPS NEED 3-4 WEEKS PRIOR TO TRAVEL DATE.	
Please follow up for your approval with your secretaries. Overnight travel have your concur information updated with username and password.	

FIELD TRIP REQUEST



SCHOOL NAME: CHEYENNE-EAGLE BUTTE SCHOOL

REQUESTING DATE: _____

Name (Teacher Requesting Field Trip):			
List all Chaperone(s) and Bus Driver(s):			
List all Destination(s) & Address:			
Date/Time of Field Trip:			
Method of Transportation – School Bus, GSA Suburban, Van or Bus Rental:			
Describe how activity aligns with Native Star goals:			
Total Amount:			
APPROVALS			
Asst. School Principal			
School Supervisor			
STUDENT ROSTER	ITINERARY	EMERGENCY CONTACT	CELL PHONE NUMBER
NUMBER OF STUDENTS			



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ITINERARY FOR FIELD TRIP
ATTACH THE STUDENT ROSTERS

EVENT _____ DESTINATION _____

CHAPERONE/SPONSOR _____

BUS DRIVER _____

JUSTIFICATION ON EVENT

LEAVE CAMPUS _____ ARRIVE TIME _____

LEAVE EVENT _____

EATING: SACK LUNCHES OR RESTAURANT
WHERE _____

LEAVE FOR HOME _____ ARRIVE HOME _____

COACHES CELL NUMBER _____

ASST COACH NUMBER _____

ASST. PRINCIPAL NUMBER _____

FOOD REQUEST FORM



TO: FOOD SERVICE DEPARTMENT

REQUEST DATE: _____

DATE NEEDED: _____

TIME NEEDED (AM/PM): _____

FROM	PURPOSE
() ELEMENTARY SCHOOL _____	
() MIDDLE SCHOOL _____	
() HIGH SCHOOL _____	
() BOYS DORM _____	
() GIRLS DORM _____	
() ADMINISTRATION _____	

Quantity/Number of items needed for:

Field Trip _____

Meeting/Conference _____

Other Event _____

Food items requested:

APPROVAL:

Requesting Official/Teacher

Date

Kitchen Supervisor

Date

Principal, Cheyenne-Eagle Butte School

Date



TRIP TICKET

CHEYENNE-EAGLE BUTTE SCHOOL

REQUEST DATE		TRIP DATE	
DEPARTURE TIME		RETURN TIME	
NO. OF PASSENGERS		CHAPERONES	
DESTINATION			
PURPOSE			
TYPE	AFTER SCHOOL PROGRAM		EXTRA CURRICULAR
	MEDICAL SERVICES		SPECIAL SERVICES
	EMERGENCIES		OTHER:

TRANSPORTION WILL FILL OUT ITEMS BELOW

ODOMETER READINGS	BEGINNING		ENDING	
VEHICLE AVAILBALE	YES		NO	
TYPE OF VEHICLE ASSIGNED				
BUS DRIVER ASSIGNED				

1. _____

School Bus Driver
Date

2. _____

Immediate Supervisor
Date

3. _____

Principal, Cheyenne-Eagle Butte School
Date



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EMERGENCY PLAN FOR CHEYENNE-EAGLE BUTTE HIGH SCHOOL

Necessary items to taken on trip:

1. Attendance book with emergency telephone numbers/guardian names and any special needs.
2. First aid kit will be in the bus.
3. Contact numbers for Principals _____
4. Designations local police station #911 for emergency _____
5. Destination of field trip/sport event PD telephone _____
6. Chaperones/Sponsor/Coaches cell #'s _____
7. Bus drivers' cell #'s _____
8. Cheyenne River Sioux Tribal Police 605-964-2155

Medical:

Staff members should know where the nearest First Aid Kit is located. All staff will be certified in First Aid.

Accident:

1. Protocol for major accidents, and vehicle accidents are as follows:
 - a. Assess the severity of the incident. Immediate assistance should be sought for individuals who are bleeding severely, who have broken limbs, who are incoherent, who are unable to answer simple questions, or who exhibit other signs of a serious medical situation. Administer first aid.
 - b. Assess whether colleagues are available to assist you. If so, one staff member should stay with the injured victim and the other should seek assistance and call 911.
 - c. Call 911. Tell emergency personnel who you are and where you are located. Do not hang up until directed to do so.
 - d. Reassure the victim and bystanders that help is on the way.
 - e. After the situation is stabilized or victim is taken in an ambulance, notify parents/guardian as quickly as possible.
 - f. Notify Principal

Runaways:

1. If a student runs away during a field trip:
 - a. Call the local police, parents/guardians, and school principal.
 - b. Do not leave the location until the student is found. If you wait more than an hour, notify the school principal and police before leaving the area.
 - c. Upon returning to school complete the critical incident report.