



Diocese of Birmingham in Alabama Field Trip Request Form (FT-1)

FT-1

1. Read the diocesan youth protection policy **before** planning your trip.
2. Permission from the Superintendent must be secured before any commitments are made to students, parents/guardians, sites or agencies.
3. If using cars, review and implement form D-1 (ARM 214)
4. Complete this form (ARM 211) and send it to the principal to approve. The principal will seek the permission of the superintendent.
5. All youth protection training must be verified against school/diocesan records.

School _____ City _____

Grade(s) _____ Boys _____ Girls _____ Total _____

Purpose of Trip _____

From: _____ To (City/State): _____

Dates: ___/___/___ to ___/___/___ Estimated Mileage (Round trip) _____

Cell Phone for Group While Traveling (Include Area Code) _____

Cost: _____ Total Time on Educational Activity: _____

Time Traveling: _____ Time Other: _____ Time on Total Trip: _____

Time Leaving School _____ Time Returning to School _____

Mode(s) of Travel: _____

Adult Leadership

***At least one adult has a current first aid certificate and one adult has a CPR certificate**

Adult in Charge While Traveling (Group Leader) Minimum Age 21:

Name _____ Position in School _____

Attendance at Diocese of Birmingham: Youth Protection 1 ___/___/___ Youth Protection 2 ___/___/___

Number of Other Adults^{1,2} (Age 21 and Over): Male _____ Female _____

Adult with Current First Aid Certificate _____

Adult with Current CPR Certificate _____

¹School certifies that a criminal background check has been cleared and is on file in the school office for each adult on the trip. Background check has been approved by the Principal and has been conducted within 3 years.

²All adults have completed "Youth Protection 1" as conducted by Department of Catholic Education and Lifelong Formation, Diocese of Birmingham. Session completion must be within 3 years of trip

Arrangements made for Sunday Mass: _____

First aid kit and road safety kit (jack, fire extinguisher, etc.) in each vehicle

Group Leader will have with him/her a signed original form CH-1 for each minor (ARM 212)

Swimming will take place only when properly certified lifeguards are present and in-charge of swimmers. Standard youth/adult ratios apply. All adults are to observe swimmers and assist supervision

School has on file a copy of form D-1 for each driver

This certifies that all information on this form is accurate and complete. All appropriate policies (including Youth Protection policies) of the Diocese of Birmingham Catholic Schools Office have been observed in planning and will be enforced during the entire trip.

Group Leader Signature _____ Date _____

I give permission for travel as described above: Principal: _____ Date _____

Superintendent Signature _____ Date _____