

Note to Teachers:

We **recommend** that field trip letters to parents/guardians have the format below, including the itemized list of costs.

Dear Parent/Guardian,

Our *(Insert class, club, team or program)* will be taking a field trip to *(insert location)* on *(insert date)* from *(insert times)*. We will arrive to our location via *(insert mode of transportation)*. The purpose of our field trip is to *(insert description)*. The field trip costs are as follows:

Transportation: \_\_\_\_\_

Admission: \_\_\_\_\_

Food: \_\_\_\_\_

Other: \_\_\_\_\_

Total Cost: \_\_\_\_\_

We **require** field trip letters to parents/guardians to include this paragraph:

The California Constitution mandates that public education be provided to students free of charge, unless a charge is specifically authorized by law for a particular program or activity. This constitutional right of free access encompasses all educational activities, whether curricular or extracurricular, and regardless of whether credit is awarded for the educational activity. Asking parents or guardians to sign a waiver, for an otherwise mandatory fee, charge or deposit, does not render it constitutionally permissible.

*If a teacher is going to request a donation or fundraising to pay for the trip, the field trip letters to parents/guardians **must** include one or both of these paragraphs (or both):*

Therefore, we are asking families for a donation of *(insert amount or \$0)* to support our trip; however, all children will be able to participate on this field trip with or without a donation. Children will not be singled out in anyway and donations received will not be assigned to the child of the adult making the donation. All donations will go to support the total costs of the field trip and will not be applied to costs associated with your child.

And/or

We are asking students to assist with fundraising for our trip. We would like to have all students participate in our fundraiser; however, fundraising is voluntary and no child will be denied participation due to lack of participation in our fundraiser.

Attached is field trip permission slip. Please return to *(insert name or location)* no later than *(insert date)*.

Teacher signature here