

CHAPTER 2: CURRICULUM IN ACTION (FIELD TRIPS)

This chapter augments the CIA directions found in AFJROTCI 36-2001. This chapter was developed to offer advice on planning the trip and actions to take before, during and after a field trip. It details the responsibilities involved in conducting the trips, provides guidance on funding, chaperones, clothing and grooming. It also provides some suggestions on where to go and what to do. Finally, here you will find checklists and forms to be used every step of the way. Instructors should familiarize themselves with all policies associated with CIA events in AFJROTCI 36-2001 first.

SECTION 1: CIA TRIP INITIAL PLANNING

The cadet leadership team (to the maximum extent possible) should perform the planning and execution of the trip to promote cadet ownership. Be sure to plan your CIA trips carefully. Plan CIA trips several months in advance to ensure everything is thought of. If possible, plan the trips before the school year begins and make changes as necessary. (See checklists and forms within this supplement.) Keep in mind the SASI and/or ASI must provide supervision and control of all CIA activities at all times.

Some school districts require all field trips be approved by a board or committee. It is important to know who can approve CIA trips and to get the plans to the decision maker(s) in a timely fashion. Make sure you know your school's process.

If you are planning an overnight or an out-of-state trip, you might have to include the following items with your initial request:

- List of all travel arrangements
- Detailed daily itinerary
- Roster of chaperones, cadets, and instructors
- Information on the academic value of the field trip
- Field trip request forms
- Insurance information if needed
- Medical Forms
- Communication requirements (how to reach you before and during the trip)

CIA trips may also require cadets to be absent from other classes, so plan ahead. Request for absence from classes for school-related activities may need to be filed well in advance with the attendance office and/or other teachers.

SECTION 2: CIA FUNDING

Instructors must review WINGS Budget Status History during the planning phase, before committing funds, and again when paying the bills to ensure there is enough money to cover expenses and that the correct funding streams are used.

Requesting use of AF funding (via credit card or reimbursement) must conform to the requirements of Holm Center Instruction 65-103, AFJROTCI 36-2001, this Operational Supplement and any other HQ AFJROTC direction.

AFJROTC may provide O&M and MILPER funding (based on active cadet enrollment) to offset the cost of CIA trips. If additional funds are needed, there are several ways of meeting the need.

Cadets may earn additional money through fundraisers. Fundraising activities must be planned and conducted according to applicable district policies. Auxiliary funds management is covered in AFJROTCI 36-2001. Additionally:

- Businesses/Organizations in the local area may sponsor your unit
- Cadets and parents may be asked to offset some of the costs
- The school may maintain an activity fund that sets aside funds for field trips
- Instructors may ask their Region Director if any discretionary funds are available

Although funding streams for drill meets or marksmanship events follow the same rules as CIA trips, instructors are reminded that funds are limited and that unit's are still required to take their minimum CIA trip(s) as required by AFJROTCI 36-2001.

The matrix below explains the funding streams used to pay bills associated with CIA trips.

	CADETS	INSTRUCTORS	CHAPERONES	DRIVERS
Transportation	O&M	O&M	See Note 1	See Note 2
Lodging	O&M	O&M	Non-AF Fund	Non-AF Fund
Meals	MILPER	Non-AF Fund	Non-AF Fund	Non-AF Fund
Entry Fees	O&M (See Note 3)	O&M	Non-AF Fund	Non-AF Fund

Note 1: Chaperones travelling in the same vehicle as cadets is acceptable when O&M is used to pay for the transportation. However, there can be no additional cost associated with the chaperone.

Note 2: Drivers who are paid for as a mandatory part of the vehicle fee is acceptable when O&M is used to pay for the transportation.

Note 3: Only those entry fees allowed per the Finance Guide, AFJROTCI 36-2001, or those specifically approved by the HQ or Region Directors.

Cadets Meals: Units are limited to \$20 per cadet per day from AF funds. Please note that \$20 is the maximum amount. If less is spent, only the lesser amount is reimbursed. Cadets do not pay a surcharge for meals in military dining facilities. Instructors, chaperones and drivers have to pay the surcharge.

Transportation, Lodging and Meal costs can be paid through the use of the headquarters credit card or be reimbursed to the school after expenses have been incurred. Cadets are limited to \$30 per day for lodging from your unit's O&M budget.

SECTION 3: WHERE TO GO AND WHAT TO DO

Every city and state has unique opportunities for CIA events. Instructors are encouraged to talk with other teachers and instructors about good places to visit on CIA trips. The following list offers additional ideas.

- [www.\(state\).gov](http://www.(state).gov) (use the two letter identification for your state) to look up information on offices for elected officials, state officials, tribal government and large companies. This website can also serve as a starting point for learning about roll call votes, bill status, committee reports and jurisdiction, important political issues and products, jobs, and careers.
- www.militaryliving.com to get phone numbers and addresses for all military

installations in the U.S. and overseas. This website also provides information about military lodging at various tourist locations throughout the world.

- www.ask.com, www.google.com, www.bing.com to find information about museums, planetariums, observatories, and scientific projects located near your school. Just write in the question you want to ask. For example, to find museums in Georgia you type “museums in Georgia” in the search block.
- www.militaryonesource.com provides very useful resources for military members and their families, including a wealth of information that can be used when planning CIA trips.
- Visits to Military Installations. Cadets, under the supervision of a SASI or ASI, are authorized to visit military installations. Units should coordinate visits directly with the local installation. The public affairs office and protocol office are good points of contact.
- Dining. Cadets are authorized to eat in the dining facilities and should not have to pay surcharges. Prior coordination with public affairs, the protocol office or Force Support function maybe required to ensure this entitlement.
- Medical Emergencies. Hospitalization and medical care for cadet emergencies at military installations may be authorized. Prior coordination with the host installation medical facility should be accomplished in advance of the trip to understand the options and any out-of-pocket expenses. Consider purchasing trip insurance.

SECTION 4: CADET FLIGHT PROGRAM

CIA Flight Events. Cadet flight programs are school-sponsored activities similar to any other AFJROTC activity and must be approved in writing according to local guidelines. Cadets must also have signed parental permission slips. Orientation flights are continuous flights performed within the local flying area and terminating at the point of origin. Flights for the cadets maybe arranged through DoD or Non-DoD organizations/companies.

DoD Flight Program. Per DoD 4515.13-R AFJROTC students and instructors, who are members of an organized AFJROTC activity, and civilian officials functioning in a chaperone capacity, are authorized flights on DoD operated (or contracted) aircraft. AFJROTC cadets are not guaranteed orientation flights. Orientation flights are services provided as base resources allow on a noninterference basis. Base authorities determine the availability of aircraft and resources.

AFJROTC funds are not authorized for any costs associated with DoD flights. Therefore, units must clearly indicate the mission must be a regular training mission or previously funded

by another agency.

The AFJROTC instructor must contact the airfield manager, public affairs, and/or the flying unit to arrange for the orientation flight. Units should be flexible for flight dates, understanding the flying unit makes such arrangements as their resources allow.

Flying units and supporting airfield managers may have different requirements for orientation flights. AFJROTC units must ensure the flying unit and the supporting airfield manager's requirements are satisfied.

AFJROTC instructors will complete and submit DD Form 2768, *Military Air Passenger/Cargo Request* (prescribed by DoD 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*), to Holm Center/JRO. The request will be validated and forwarded to HQ CAP- USAF/XOO. The submitted request must identify the supporting flying unit in addition to dates, times, and locations. A cover memo must be included for airlift requests identifying the trip purpose and itinerary.

AFJROTC cadets and instructors must be in uniform. Cadets must be in groups continually supervised by an AFJROTC instructor or a school-approved chaperone. Instructors, cadets and chaperones must be on the flight manifest.

Non-DoD Flight Program. Possible sources include the Experimental Aircraft Association, Young Eagles, Civil Air Patrol, base aero clubs, Fixed-Base Operators, and privately owned aircraft. Cadets may participate in these flights only under the following conditions:

Units are authorized to use available unit O&M funds to procure flights for cadets in civil aircraft.

All cadets will have a parent/guardian signed release absolving the AFJROTC unit, school, school district, and the Air Force from liability in case of mental or physical injury or death.

Flights must be in a Federal Aviation Administration (FAA) type- certified aircraft, i.e., non-experimental aircraft.

Aircraft must be registered, have appropriate airworthiness certificate, and contain all instruments and equipment specified for the particular type of operation, i.e., VFR or IFR. (Federal Aviation Regulations (FAR) 91, General Operating and Flight Rules)

If privately-owned aircraft are used, only fuel and oil expenses maybe reimbursed with unit O&M funds.

- Flight must be conducted in accordance with FAR 91.
- The Pilot in Command (PIC) must meet the following criteria:
 - Appropriate category, class, and type rating for the aircraft to be flown. (FAR 61.31, *Certification: Pilots, Flight Instructors, and Ground Instructors*)
 - Current Class I, II, or III FAA Medical Certificate. (FAR 61.23)
 - Recent flight experience. (FAR 61.57) and a current biennial flight review. (FAR 61.56)
- An AFJROTC instructor who meets these requirements may serve as PIC; however, they may not accept payment for their time even if they hold a commercial rating.

Checklists.**FIELDTRIP CHECKLIST**

Decide what field trip you would like to take a minimum of two months before the date you want to take it (five months minimum for most field trips taken in May). Involve the cadet leadership in every aspect of the planning and execution of the trip.

Two to five months prior to trip date

_____ Check Headquarters to coordinate funding issues—stay within your budget!!!

_____ Get school tax ID number to use throughout _____

_____ Check with school or district to ensure trip does not occur during school mandatory attendance days, either for teachers or students (testing, etc.)

_____ Call the establishment to find out about

_____ Name of contact _____

_____ Available dates _____

_____ Times of operation (open and close) _____

_____ Phone numbers at establishment _____

_____ Street addresses _____

_____ Admission prices _____

_____ Is a deposit required? If so, how much? _____

_____ Is the deposit returnable? _____

_____ Last day that you can cancel without penalty _____

_____ Entrance fees--contact Region Director for approval

_____ Food arrangements at the facility _____

_____ Is a deposit required for food? If yes, how much? _____

_____ Is the deposit returnable? _____

_____ Last day that you can cancel without penalty _____

_____ Medical facilities at or near the establishment _____

- _____ Phone numbers for medical facilities _____
- _____ Street address _____
- _____ Get a first-aid kit
- _____ Insurance information
- _____ Costs _____
- _____ Company name _____
- _____ Point of contact _____
- _____ Phone number _____
- _____ Will school make transportation arrangements for you? _____
- _____ If they will, who? _____
- _____ Who will provide transportation? _____
- _____ Is a driver needed? If yes, who will pay for the driver? _____
- _____ Name of contact at Transportation Company _____
- _____ Phone number for Transportation Company (if applicable) _____
- _____ What will transportation cost? _____
- _____ What time will the transportation arrive? _____
- _____ At what location will the transportation pick up the cadets? _____
- _____ Is a deposit required? If so, how much? _____
- _____ Is the deposit returnable? _____
- _____ Last day that you can cancel without penalty? _____
- _____ Will school make lodging arrangements for you? _____
- _____ If they will, who? _____
- _____ How many rooms will be needed? _____
- _____ How close are the rooms to the CIA location? _____
- _____ Will you have to provide transportation from rooms to CIA? _____

- _____ Phone number for lodging (if applicable) _____
- _____ What will lodging cost? _____
- _____ Is a deposit required? If so, how much? _____
- _____ Is the deposit returnable? _____
- _____ Last day that you can cancel without penalty? _____
- _____ Rooms for chaperones and drivers are not funded by Headquarters
- _____ Perform a Risk Analysis of all planned activities on the trip.
- _____ Determine/Assess the potential for injury or loss in all activities planned.
- _____ Plan actions to mitigate potentially hazardous activities.
- _____ Conduct a pre-departure briefing with emphasis on safety.
- _____ Prior to each activity, remind all concerned of the safety considerations.

Two weeks prior to the trip date

- _____ Collect funds from students (if applicable)
- _____ Give funds to school administrator (if applicable)
- _____ Ensure school has substitute teacher or made arrangements for cadets not attending field trip
- _____ Hand out parent permission slips for trip if not already done (some units elect to do this at the first of the year for all proposed field trips. If you do it this way, don't forget to give one to the new cadets who came after the first of the year)
- _____ Hand out medical forms if not already done (some units elect to do this at the first of the year for all proposed field trips—if you do it this way, don't forget to give one to the new cadets who came after the first of the year)
- _____ Hand out teacher permission slips if not already done

One week prior to the trip date

- _____ Confirm with establishment
- _____ Confirm with transportation (including pick-up and drop-off points)
- _____ Confirm with chaperones
- _____ Confirm substitute or arrangements for cadets not going
- _____ Collect parent permission slips
- _____ Collect medical permission slips
- _____ Collect teacher permission slips
- _____ Any cadet who receives a referral for discipline (anywhere in the school) should be ineligible for the trip.
- _____ Provide office a list of the names (field trip roster) of people going
 - _____ Cadets
 - _____ Chaperones
 - _____ Instructors
- _____ Have the cadet leadership organize the cadets going on the trip by flights and elements, and make them responsible for taking roll after each stop enroute or prior to each activity. They will also be responsible for the discipline in their group.
- _____ Finalize room assignments (if the trip is overnight).
- _____ Place an experienced, trustworthy cadet in each room to act as a Room Chief, responsible for the discipline of the underclassmen assigned to his/her room.
- _____ Finalize your formal daily itinerary for the trip (this should be done by the cadet leadership). It should be type-written and available to all chaperones and cadet leaders.
- _____ Ensure there is at least one instructor or chaperone for every ten cadets

- _____ Review school/district rules for field trips and cadet conduct
- _____ Make the cadet leadership responsible for discipline on the trip. Hold them accountable for the behavior of the entire group.
- _____ Establish plan for handling cadets who might misbehave (when to send them home, how to get them there, who will travel with them if necessary)

The day before the trip

- _____ Make changes to the field trip roster if necessary and give changes to office
- _____ Cadets
- _____ Chaperones (1 adult per 15 cadets, female chaperone for females)
- _____ Instructors (count in the 1 to 15 ratio for chaperones)
- _____ Make last minute contact with POCs at establishment
- _____ Make a final field trip roster (include cell phone numbers next to names)
- _____ If this is an overnight field trip, consider having cadets bring their overnight bags to the unit the day before and inspect them for proper clothing and contraband.
Have a female inspect the girl's overnight bags
- _____ Look for alcohol in shampoo bottles, soft drinks, and juices
- _____ Talk about the CIA trip during class. Review school behavior expectations
- _____ Ensure cadets understand that school rules must be strictly followed.
- _____ If school expectations do not include rules for public display of affection (PDA), ensure each cadet knows that PDA is forbidden.
- _____ Ensure cadets and chaperones know that smoking, alcohol, and non-prescription drugs are strictly forbidden

Things to take on the trip

_____ Permission slips (keep them with you at all times)

_____ Field trip roster (keep it with you at all times)

_____ First aid kit

_____ Cell phone _____ Cell phone charger

During the trip

_____ Assign chaperones to groups of cadets

_____ Cadets are never to be alone and must always travel in pairs (boys with boys; girls with girls or in a group of boys and girls)

_____ Ensure cadets are hydrated (take plenty of water)

_____ Ensure cadets eat breakfast and continue to eat well during the rest of the day (watch for cadets who might be dieting)

_____ Take roll at the beginning and at end of the trip and every time the bus is boarded

_____ Take roll every morning and evening during the trip

_____ Ensure cadets behave properly at all times

_____ Watch the time and stick to schedule

_____ Keep in contact with the school and parents

_____ If the trip is overnight

_____ Ensure cadets know boys are not allowed in girl's rooms and girls are not allowed in boy's rooms

_____ When possible put girls on one floor and boys on another

_____ Consider taping cadets in their rooms after curfew

After the trip

_____ Call parents one hour prior to arrival at the school

_____ Ensure at least one chaperone remains with you until you leave the school. They might be needed to take a cadet home that has been stranded. School rules usually do not allow teachers to give students rides home. Consider asking cadet leaders to do a lessons learned or after action report

Keep your permission slips!