

Field Trip Requirements

- A field trip is defined as any school-sponsored activity that takes students off campus at any time during the school day.
- The school trip application must be received in the office 2 weeks ahead of the trip.
- Field Trips must related to the students course of study. All other trips will be denied.
- The Board of Cosmetology and Barbering will tell you whether your trip has been approved or denied.
- The school must make a specification on the monthly hours sheet that shows the students participated in a school trip.
- The Instructor must carry a first aid kit which must be replenished as necessary.
- The Instructor must be present at all times.
- The Owner/Head of the School must sign off on the Trip Application.
- The school must keep attendance sheets that Students must physically sign in and out for the trip. A scanned copy of this must be turned in with the monthly hours.
- Transportation Time will not be counted for the daily hours.
- For trips to places other than licensed shops, proper implements and equipment must be present. If using implements, you must be able to properly clean and disinfect them after each client. If the location does not have proper cleaning equipment, each implement should be treated as a single use item.
- All Rules and Regulations of a school must be followed even if not present at school during school related activites.

By signing bellow, I understand and agree to follow all the requirements listed above.



ALABAMA BOARD OF COSMETOLOGY & BARBERING
 Union Building | 100 N. Union Street | Suite 324 | Montgomery, Alabama 36104
 PO Box 301750 | Montgomery, Alabama 36130-1750
 Phone | 334 242 1918 Toll Free | 1 800 815 7453

SCHOOL TRIP APPLICATION

School Name:	School License Number:
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Location of Trip:

Date of Trip:	Destination Name (License Number if Applicable):
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Curriculum Area:

Purpose of Trip (If Services are being offered please explain):

Expected Student Hours:	Number of Students Attending:
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Arrival Time:	Departure Time:
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Instructors Attending:

Owner/Head Instructor Signature:

THIS AREA IS FOR ABOCB USE ONLY

Date Received:	Approved	Rejected
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ABOCB School Department Signature: