

# Requesting an Overnight Field Trip

## Instructions for Origami Risk

1. Log into PSD's website ([www.psdschools.org](http://www.psdschools.org)).
2. Use the search box on the right side of the page and search for "Risk Management".
3. Select "Field Trips" from the menu, then click the hyperlink for the Field Trip page.
4. On the "Field Trips" page, select "Overnight Field Trips" from the menu, then click the link for "Submit an Overnight Field Trip Request".
5. Log in to Origami Risk, then select the appropriate request for your trip from the home page.
6. Fill out all required information, identified with an asterisk (\*).
  - a. Fields with magnifying glasses are searchable by either typing in the name or searching alphabetically.
  - b. Colorado is the default state in the request. Please change this if needed.
  - c. The Safety Coordinator can be the same as the Trip Sponsor but must be a PSD employee.
7. Transportation notes
  - a. Only select "Parent/Guardian Responsibility" if PSD is not providing transportation to/from the trip.
  - b. All charter bus companies must be approved by PSD's Transportation Department.
  - c. Review guidelines for Private or Rental Vehicles.
8. Include your trip itinerary either in the designated text box or attach as a separate file.
9. Review PSD's Policies IJOA and IJOA-R
10. Once all information is filled out, complete the request by clicking "Save Changes" in the upper right corner of the screen. You can add attachments after this step.
11. Your request will be sent for review once you save it. On the next screen, you have the option to "Upload File" and attach an itinerary or other documents in the top right corner, or select "I'm Done".