

## FIELD TRIP APPLICATION

Requests for field trips must be received two weeks prior to the date of the requested trip. The field trip sponsor is expected to complete a written report concerning the trip to the principal within one week of returning from trip.

DATE & DAY OF TRIP: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

CLASS/CLUB: \_\_\_\_\_

LEAVE TIME: \_\_\_\_\_

RETURN TIME: \_\_\_\_\_

NO. OF STUDENTS: \_\_\_\_\_ NO. OF ADULTS: \_\_\_\_\_ NO. OF WHEELCHAIRS: \_\_\_\_\_

SCHOOL BUS/CHARTER/ACTIVITY BUS: (circle one) SPECIAL NEEDS BUS: \_\_\_\_\_

(If charter bus needed, separate form is to be filled out for proof of insurance, etc from charter company-Form is at Unit Office)

PURPOSE OF TRIP: \_\_\_\_\_

EDUCATIONAL OBJECTIVES: \_\_\_\_\_

CLASS ROSTER: (ATTACH LIST)                      PARENTAL CONSENT FORMS: (ATTACH)

SPONSOR/TEACHER: \_\_\_\_\_

WILL A SUBSTITUTE BE NEEDED FOR YOUR CLASSES? \_\_\_\_\_

.....  
\_\_\_\_\_ Recommended Approval                      Date: \_\_\_\_\_

\_\_\_\_\_ **Do Not** Recommend Approval                      \_\_\_\_\_

Principal's Signature

Comments: \_\_\_\_\_

\_\_\_\_\_

.....  
\_\_\_\_\_ APPROVED                      Date: \_\_\_\_\_

\_\_\_\_\_ **NOT** APPROVED                      \_\_\_\_\_

Superintendent's Signature

Comments: \_\_\_\_\_

\_\_\_\_\_