

School-Related Student Trip Proposal Form
SIMPSON COUNTY SCHOOLS

REQUEST SHOULD BE MADE TO THE PRINCIPAL
AT LEAST TWO (2) WEEKS PRIOR TO THE TRIP.

FROM: _____ DATE SUBMITTED: _____

SCHOOL: _____ GRADE/CLASS _____

DESTINATION: _____

DATE(S) OF TRIP: _____ DEPARTURE TIME: _____ RETURN TIME: _____

NUMBER OF STUDENTS: _____ NUMBER OF ADULTS: _____

STUDENT FEE: _____ TO BE PAID BY: SCHOOL: _____ STUDENT: _____

TRANSPORTATION: BUS _____ WALK _____ OTHER (PLEASE SPECIFY) _____

MEALS: NONE _____ PROVIDED BY SCHOOL _____ PROVIDED BY PARENT _____

OTHER (SPECIFY SERVICE AND LOCATION) _____

DESCRIPTION OF SITE: _____

OBJECTIVES: _____

PRE-TRIP ACTIVITIES: _____

ON-SITE ACTIVITIES: _____

POST-TRIP ACTIVITIES: _____

This field trip is part of the instructional program and will contribute significantly to the achievement of the school's/District's instructional goals.

HAVE ALL CHAPERONES UNDERGONE THE REQUIRED RECORDS CHECK AND BEEN DESIGNATED BY THE PRINCIPAL/DESIGNEE TO SUPERVISE STUDENTS? YES NO

SIGNATURES:

Signature of Teacher(s)

Date

Signature of Principal

Date

Approved by Superintendent

Date

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FIELD TRIP CHECKLIST

Destination:

Date:

- _____ 1. Complete School-Related Student Trip Proposal Form.
- _____ 2. Give to Principal for approval.
- _____ 3. Send bus request to Principal **at least two (2) weeks in advance of trip.**
- _____ 4. Obtain sack lunch menu from cafeteria.
- _____ 5. Find parents to chaperone trip.

Grades 7-12	One (1) adult per twenty-five (25) students
Grades 5-6	One (1) adult per fifteen (15) students
Grades Pre-K-4	One (1) adult per ten (10) students

- _____ 6. Send out student permission slips.
- _____ 7. Use Multiple Receipt From for collecting money and give to office daily.
- _____ 8. Give cafeteria the number of sack lunches needed for trip **at least two (2) weeks in advance.**
- _____ 9. Give related arts and special education teachers notice of team absence due to trip.
- _____ 10. Give office list of any students who are unable to attend trip and the classroom where they will be staying.

RELATED PROCEDURES:

09.36 AP.1, 09.36 AP.211, 09.36 AP.212

REVIEW/REVISED:12/17/09