

Bolinas-Stinson Union School District - Field Trip Proposal / Request Form

Please request field trip approval at least two weeks prior to trip.
All requests must be approved by the Principal

Fieldtrip Title/Organization/Location: _____

Contact name: _____ Phone: _____

Date(s): _____ Grade Levels: _____ Total # of students _____

Departure from School: _____ Return to School: _____

Content Area(s):

Check all that apply

Language Arts

Math

Physical Education

History-Social Science

Science

Other: _____

Activities:

List the various activities students will participate in to reach these standards.

Teacher(s) in Charge:

Other Adults on this Trip:

Transportation:

_____ The school bus is requested for this trip

_____ We will be traveling by private car. Field trips by private car require a seat belt for each student

_____ All drivers on this trip have completed a driver/car insurance form and attached copies of their proof of insurance and driver's license to the form and this information is on file in the school/district office.

_____ Parents have been/will be notified of this field trip

_____ Upon approval of the above requested field trip, I will note the field trip on the office calendar and Bolinas Campus office sign-in book.

_____ Upon approval of the above requested field trip, I will notify the kitchen at least three (3) days before this trip and give a snack & lunch count.

_____ I have read and will abide by the Board Policy pertaining to field trips

FUNDING REQUESTED:

Necessary Costs: _____ District Funded

Convenient Costs: _____ Parent/Community Funded

Funding approved by the Board on:

Teacher & Date

Principal & Date

Bus Driver & Date

cc: All Staff Distributed on: Added to Calendar Added to Sign-in Book Added to Webpage