

FIELD TRIP REQUEST FORM: ☐ DAY TRIP ☐ OVERNIGHT(In-State) ☐ OUT OF COUNTRY/OUT OF STATE

Instructions

- All Day and Extended Day field trips must be approved by the School Site Principal and Superintendent.
- Overnight, Out-of-State and International Field Trips must be approved by the School Site Principal, Superintendent and the Board of Trustees.
- **At least 3 weeks prior to the field trip date**, submit this form to the School Site Principal to 1) arrange any necessary medical needs; 2) establish and approve the academic, extracurricular or interscholastic nature of the field trip; and 3) obtain the principal's overall approval for the field trip.
- After approval by the School Site Principal, the Field Trip Request Form will be sent on to the District for final review, processing and approval.
- Please attach a completed Food Service Field Trip Lunch Request to the Field Trip Request form.
- All sections marked with an asterisk (*) must be completed by the staff person(s) proposing the field trip.

*Date(a) of proposed field trip: _____ Reviewed by Site Principal: _____
(Site Principal signature/Date)

Date form submitted to Principal: _____ Submitted 3 weeks in advance? YES / NO (CIRCLE ONE)

Basic Field Trip Information

*School, Class, and/or Program: _____

*Teacher(s) and Grade(s): _____

*Destination: _____ *Time-period: _____

* Field trip objective(s): _____

*# of teachers: _____ Sub Needed? YES / NO (CIRCLE ONE) *# of Students: _____ *# of Chaperones: _____

EMERGENCY CONTAC # Teacher in charge (Teacher's name/cell phone #):

Name: _____ Cell Phone #: _____

*Names of staff/volunteer chaperones (Use as many lines as are needed; add additional paper if using more than 6)

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

*Mode of Transportation _____ *Student Cost: _____

*What accommodation will be made for students who cannot pay? Please specify funding source:

*To which course/unit/program is the trip related? _____

*To which curriculum standard(s)/objective(s) is the trip related? _____

*Specify follow-up activities to ensure field trip objectives met curriculum standards taught:

Approvals: When form is completed, submit with all backup documentation for signatures.

For curriculum:

____ APPROVED ____ DISAPPROVED

Principal signature

Approval Date

____ APPROVED ____ DISAPPROVED

Superintendent signature

Approval Date

For funding:

____ APPROVED ____ DISAPPROVED

Business Manager

Approval Date

ACCOUNT #: _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____