

# Field Trip Request Form

Date Submitted: \_\_\_\_\_ School: \_\_\_\_\_

Trip Date(s): \_\_\_\_\_

Teacher / Advisor \_\_\_\_\_ Grade / Group Name \_\_\_\_\_

Educational Purpose \_\_\_\_\_

No. of Students \_\_\_\_\_ No. of Chaperones \_\_\_\_\_ Student Chaperone Ratio \_\_\_\_\_

Names of Chaperone(s) \_\_\_\_\_

Transportation provided by: \_\_\_\_\_

No. busses \_\_\_\_\_ No. Personal Vehicles\* \_\_\_\_\_ Vehicle size / Capacity \_\_\_\_\_

(Only 2 students may be assigned per seat for trips 100+ miles one way, when feasible)

(A 72 passenger school bus has 24 seats—48 students @ 2/seat or 72 students @ 3/seat)

(\*Attach Personal Vehicle Transportation Acknowledgement of Liability form for each driver when personal vehicles are used)

Destination: \_\_\_\_\_

Contact Person at Destination: \_\_\_\_\_ Telephone: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Expected Time of Return: \_\_\_\_\_

Lodging (Provide name, address, phone #): \_\_\_\_\_

## Please Attach a Detailed Itinerary to This Form

### Estimated Costs:

Transportation:

\_\_\_\_\_ miles @ \$ \_\_\_\_\_/mile = \$ \_\_\_\_\_

Lodging (be specific):

\_\_\_\_\_ \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

Substitutes @ \$112.50/day \$ \_\_\_\_\_

Other (be specific):

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

### To be Paid Through:

Building Budget \_\_\_\_\_

Federal Program \_\_\_\_\_

Program name: \_\_\_\_\_

Other: \_\_\_\_\_

Please specify: \_\_\_\_\_

### Building Level Approval:

Teacher / Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

Activities Director: \_\_\_\_\_

Date: \_\_\_\_\_

School Nurse: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: Approved \_\_\_\_\_

Denied: \_\_\_\_\_

Date

Date

### District Level Approval:

Superintendent: Approved \_\_\_\_\_

Denied: \_\_\_\_\_

Date

Date

Business Mgr./Board Approval: Approved \_\_\_\_\_

Denied: \_\_\_\_\_

Date

Date

## Field Trip Form Guidelines for Teachers / Advisors

1. Students participating in a Field Trip and traveling to the activity on a school vehicle must also return on the school vehicle, except for those students who have written parental permission and approval by the building principal, in advance, to return with the parent. Under no circumstances are students permitted to drive vehicles either to or from an approved activity.
2. All Field Trips must be requested through the building principal, on the approved form and with required signatures, and presented by the Superintendent to the Board of Education for approval. **Requests shall not be considered unless submitted to your building principal prior to the first Tuesday of the month.**
3. Trips should be planned well in advance and all arrangements made prior to submission of the Field Trip Request Form. The Advisor must confirm all reservations with the destination to ensure proper accommodations. A follow-up call to the travel destination should be made one day prior to departure to ensure no last minute changes or cancellations.
4. Students, chaperones, and parents should be advised, in writing, of all arrangements, including mode of dress, admission fees, standard of conduct, etc.
5. Trip / Itinerary information should be provided to all students, parents, and principal before field trip.
6. Chaperones remain with elementary students at all times; periodic checks with secondary students.
7. If you don't use the suggested district form be sure to include the following information in your letter to parents: Destination, Date of Trip, Departure and Return Times, Specific Items Child Needs to Bring (money, special clothing, etc.) and Contact Person for Parent Questions.
8. Brown bag lunches are available from our cafeteria for day trips. If trip will be over lunch, please send district brown bag lunch request form with parent information letter. Lunch count is due to the cafeteria one week in advance of trip.

### Teacher / Advisor Checklist:

Please check off the following items as you complete them. When complete, submit a copy to your principal. All items must be complete before leaving on your field trip.

Class Roster to: \_\_\_ Principal \_\_\_ School Nurse \_\_\_ Teacher(s) \_\_\_ Chaperone(s) \_\_\_ Secretary

\_\_\_\_\_ Trip Itinerary to Students

\_\_\_\_\_ Trip Information to Parents

\_\_\_\_\_ Parent Permission Received

#### Final Confirmation of Trip

Date: \_\_\_\_\_ By Whom: \_\_\_\_\_ With Whom: \_\_\_\_\_

Checklist Completed By: \_\_\_\_\_

Principal Approval: \_\_\_\_\_