BILLINGS PUBLIC SCHOOLS

Out-Of-Town Field Trip Application

Date: ________ School: ________
Instructor: ________
Organization: ________
Type of Trip: ________ Destination: ________

Date of Trip: ________ School Days Missed: ________
No. of Students: _____ Male _____ Female
No. of Chaperones: _____ Male _____ Female

Estimated Expenses:
Mode of Transportation: ________ Cost: ________
Lodging (Type): ________ Cost: ________
Meals: ________ Cost: ________
Misc.: ________ Cost: ________

Total Estimate: ________
Cost per Student: ________

Educational value and reason for taking trip: ________

Methods of fund raising: ________

Cost to School District: ________

__________________________________________ Date
Director/Sponsor/Instructor Signature

__________________________________________ Date
Principal/Director Signature

__________________________________________ Date
K-12 Executive Director Signature

__________________________________________ Date
Superintendent Signature

APPLICATION MUST BE PRESENTED AT LEAST 20 DAYS PRIOR TO THE TRIP.

*For any overnight trips if both female and male students going, there must be both a female and male chaperone attending as well.
*If multiple BPS schools are traveling together/attending the same event, chaperones can be shared.