

# 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: \_\_\_\_\_

\_\_\_\_\_  
Director/Sponsor/Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
K-12 Executive Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

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.