

**PEQUANNOCK TOWNSHIP SCHOOL DISTRICT
FIELD TRIP REQUEST FORM**

The following items must be submitted:

1. Lesson plan with an objective, details what students will be doing during the trip, how the trip aligns with the learning objective, and an assessment of learning from the trip.
2. Connections to the relevant NJSLs.
3. Explanation of purpose and rationale for the trip.

Please note, completing the form **does not guarantee** the trip approval. Approval must be granted by the Director of Curriculum & Instruction, the Superintendent, and the BOE, prior to finalizing arrangements.

School _____ Grade/Subject _____

Date of Trip _____ Date Submitted _____ **(60 days prior)**

Field Trip to: _____

Address: _____

Total Cost per child: \$ _____ (include admission, transportation, etc.)

Number of Students _____ Print and Sign
Teacher in charge: _____

Number of Staff _____ Names _____

Number of Parents _____ Names _____

Substitute(s) required _____ Yes _____ No How Many? _____ \$ _____

Nurse Required: _____ Yes _____ No / Rationale _____

Are students attending who require medication: _____ Yes _____ No

Costs borne by: _____

Departure Time from School: _____ Transportation Cost: _____

Departure Time from Destination: _____ Arrival Time back at school: _____

TRANSPORTATION - Transportation Supervisor Sign-off: _____

Type of Transportation: _____

APPROVED BY PRINCIPAL _____ DATE

APPROVED BY CENTRAL OFFICE _____ DATE

BUSINESS OFFICE REVIEW: FUNDS AVAILABLE _____ **(BA sign-off/date)**

BOARD APPROVAL _____ DATE

FIELD TRIP GUIDELINES

- Teacher completes field trip request form and attaches the required documentation.
- Teacher submits request to principal for approval.
- If a Nurse is required, the Building Nurse must sign off on form.
- Teacher faxes or emails request to Dot in transportation to get a bus quote or availability.
- Transportation sends Trip Confirmation to teacher or secretary (included: bus/cost/co.)
- Teacher finishes request form to include all costs and submits to Central Office - Diane
- Dr. Sheridan approves/signs and puts on agenda for Board approval.
 - *****If trip gets denied either by principal or board, Dot must be informed so she can cancel bus or the responsible party will be accountable for bus costs if it does not get cancelled and shows up on the day of scheduled trip.***

- Teacher fills out the Field Trip Summary Form for Home & School Assoc. and completes the Student Permission Slip
- Teachers collect payment from students *and* chaperones and gives to Home & School Assoc. to cut the checks for bus/venue

Total # on 1 Bus = 54