

Stephens County School System Field Trips and Excursions Request BOE Policy IFCB

Field trips/Competitions that are out of state, more than 100 miles, or overnight must be approved by SCBOE. Requests to be SCBOE approved must be submitted by noon on the second Tuesday of the month. All approved field trips can be reviewed on EBoard-SCBOE Meeting Agenda @ https://simbli.eboardsolutions.com/SB_MeetingListing.aspx?S-4145

If field trip is in-state, less than 100 miles, and not overnight it can be approved by the school's Principal.

Bus requests must be submitted to the Bus Shop 2 weeks in advance.

School: _____ Class/Organization: _____

Teacher/Sponsor: _____

Location (City/State): _____ Venue: _____

Date(s) of Trip: _____ To: _____

Time of Departure: _____ Time of Return: _____

Mode of Transportation: _____

Cost per Student: _____ Number of Students: _____

Funding Source: _____

Names of Teachers and Chaperones: _____

Educational Standards of Field Trips: _____

Summary of Itinerary: _____

Sponsor Signature

Date

Principal Signature

Date