

SOUTH WHIDBEY SCHOOL DISTRICT FIELD TRIP PLANNING/APPROVAL FORM

CHECK ALL THAT APPLY.

- Day Field Trip – Principal approval (**Submit at least 14 school days in advance**)
- Animals*
- Remote locations/hiking*
- Outdoor Education*
- Air Travel*
- Motorized Activities*
- Students with Individualized Health Plans (must have properly trained chaperone attending)*
- Overnight Field Trip – Principal/Superintendent/Board approval (30 Days Prior)

Date submitted: _____ Teacher(s) requesting Field Trip: _____

Grade Level of Students Involved: _____ School: _____

Date(s) of Trip: _____

Destination: _____ Distance: _____

Address of Destination: _____

Time Leaving: _____ Time Returning: _____

Method of Transportation: _____ How many needed? _____

*(Request for transportation due to the Transportation Office at least **10 school days** in advance)*

**PLEASE NOTE SWSD BUS TRANSPORTATION CANNOT BE GUARANTEED DUE TO ATHLETIC NEEDS
Athletics has priority over SWSD Bus Transportation up until the day of the event.**

Trip Itinerary: (Be specific. Attach additional pages if necessary.)

Date	Time	Activity	Location

Please Check That The Following Are ATTACHED To This Request *

- Instructional focus and relationship to classroom instruction (include standards that will be addressed).
- Other Pertinent Information (brochures, etc.)

***Field trips are meant to enhance and reinforce the educational process. How is this trip related to your program?**

Student/chaperone ratio: _____ # of chaperones needed: _____

Any special qualifications of chaperones needed (Health Issues)? Yes: _____ No: _____

(Please attach special qualifications information)

Number of Students: M ____ F ____ Number of Chaperones (21 and older): M ____ F ____

Estimated Cost of Field Trip: _____

Food Provided – How? _____

Are sack lunches required? _____ How many? _____

Notification to Lunch Room of numbers of students missing lunch and dates

(attach copy of email to rmathews@sw.wednet.edu) Yes _____ No _____

Housing needed? Yes _____ No _____

(If yes, please attach details)

Will fundraising be needed? Yes _____ No _____

(If yes, attach a fundraising plan)

Funding per student by: Student \$ _____

Parent \$ _____

District/School \$ _____ Budget Code: _____

Other _____ \$ _____

Will a substitute be required? _____ Budget Code: _____

Date Submitted: _____ Name: _____

Reviewed field trip plan with principal on: _____

The following is needed: _____

Preliminary administrative approval received:

Date Approved: _____ Principal's Signature: _____

Submit to Superintendent or School Board for approval? Yes _____ No _____

Superintendent Approval: _____ Date: _____

Overnight?

School Board Approval: _____ Date: _____