

APPENDIX A

Richfield High School

Extended Field Trip Application Form

Directions: Complete this form in its entirety and submit to the building principal before commencing trip-related publicity, recruitment, and fund-raising. Include relevant travel brochures or travel information with this application.

(Note: The sponsoring teacher(s) must complete this form and the building principal must approve it before any student overnight travel is discussed with students or parents.)

Teacher: _____ Date of Request: _____

Trip Destination: _____

Educational Purpose: _____

Dates of Proposed Travel – Departure: _____ Return: _____

Transportation Method & Provider: _____

How will students be selected for the trip? _____

The expectation for fundraising is that students who fully participate in the fundraising efforts should be able to entirely cover the cost of their participation in the field trip. What is your detailed fundraising plan? _____

Cost Per Student: _____

Accommodations for Housing/Lodging: _____

Who will serve as student chaperones for the trip? _____

How and when will information regarding the trip be shared with students, parents, and chaperones? What topics will be covered? _____

Teacher Signature Date

Principal Approval Date

Superintendent Approval Date

Form dated: December, 2004
Form revised: July 17, 2023