

Out-Of-State 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

Executive Director Signature

Date

Superintendent Signature

Date

APPLICATION MUST BE PRESENTED AT LEAST **45** DAYS PRIOR TO THE TRIP. APPROVED AND SIGNED FORM WILL BE EMAILED TO BOARD OF TRUSTEES

*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.

