



Request for
Field Trip / Transportation

Date: _____ Date of the trip: _____

Teacher / Sponsor: _____

Building / Pick up location: _____

Number of students: _____ Number of adults/chaperones: _____

Grade level(s) of the students: _____

Mode of transportation: _____

If using parent or volunteer drivers, see page 2 for transportation requirements.

Destination and address: _____

Departure time from the district: _____ Arrival time back in the district: _____

Itinerary:

Educational objectives:

How will the objectives be assessed upon return:

Cost to the student: _____ How trip is financed: _____

Budget code for expenses: _____ Budget code for transportation: _____

Required signatures for field trip approvals are on page 3 of this form. For trips beyond 200 miles, overnight trips, or international trips please continue to page 2.



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Please complete the following for trips beyond 200 miles, overnight trips or international trips. Please remember that Board of Education approval is required PRIOR to soliciting students for any field trip.

Travel agency / Tour company: _____
If a travel agency or tour company is not being used, indicate by writing n/a.

Address of the travel agency / tour company:

Insurance (if travel / tour company is used):

- Attach proof of liability insurance
- Attach proof of trip cancellation policy and added health insurance policy (if applicable)

Student Participation:

- Attach any specific qualifications for students to participate (e.g. language club members)
- Attach a schedule of information and orientation meetings for students and parents
- Attach any specific behavior expectations for students on the trip

Chaperones:

- Attach a chaperone list with the names of district staff, parents or other adults attending
- Ratio of students to chaperones: _____

Emergency Procedures:

- Attach communication procedures for contacting families in the event of an emergency
- Attach emergency procedures for any transportation system or hotel being used
- Attach any health form or release form being used

Drivers (if applicable): If parents or other volunteers transport students, each driver must submit the following documentation to be recorded and on file in the school office.

- Driver's license
- Proof of insurance
- A document signed by a parent indicating the driver has fewer than (4) points on his/her record.



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Field Trip Approvals:

- For trips that do not require Board of Education approval, the approval of the building principal and State and Federal Grants Director is required.
- For trips beyond 200 miles, overnight trips or international trips, Board of Education approval is required PRIOR to soliciting students for any field trip. Prior to submission to the board, the field trip request must be reviewed and approved by the building principal or other administrator and the State and Federal Grants Director.

REQUIRED SIGNATURES

Signature of Teacher(s) / Sponsor(s):

_____	Date: _____
_____	Date: _____
_____	Date: _____

Principal's Signature:

_____	Date: _____
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State and Federal Grants Director:

_____	Date: _____
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For trips beyond 200 miles, overnight trips or international trips.

Superintendent:

_____	Date: _____
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Field Trip Budget Transparency Worksheet

Total cost of the field trip: _____

Number of students going on the field trip: _____

Number of free chaperones provided: _____

Number of additional chaperones: _____

How is the cost of the additional chaperones being funded?

Are there other costs beyond destination fees, accommodations, meals, and transportation that are part of the student costs for the field trip? YES NO

Please specify those costs:

Additional Notes (optional):

