

### PRELIMINARY BUILDING FIELD TRIP REQUEST

School: \_\_\_\_\_

Trip destination(s): \_\_\_\_\_

Date(s) of trip(s): \_\_\_\_\_

Departure time: \_\_\_\_\_ Return time: \_\_\_\_\_

Club/Sponsor(s): \_\_\_\_\_

Educational benefit of the trip: \_\_\_\_\_

Activities planned during the trip: (be specific and note all) \_\_\_\_\_

Related brochures/information attached? Yes \_\_\_\_\_ No \_\_\_\_\_

Preliminary trip itinerary attached? Yes \_\_\_\_\_ No \_\_\_\_\_

Does field trip involve any of the following: Yes \_\_\_\_\_ No \_\_\_\_\_

- \*Swimming, boats, or in/around water
- \*Remote locations/hiking
- \*Outdoor education

- \*Animals
- \*Air travel
- \*Motorized activities

Estimated # of students: \_\_\_\_\_ Age level of students: \_\_\_\_\_

Student/chaperone ratio: \_\_\_\_\_ # of chaperones needed: \_\_\_\_\_

Any special qualifications of chaperones needed? Yes \_\_\_\_\_ No \_\_\_\_\_

List those special qualifications: \_\_\_\_\_

Means of travel: \_\_\_\_\_ School bus (preferred), # needed? \_\_\_\_\_

Other (list): \_\_\_\_\_

Food provided, how? \_\_\_\_\_

Details of budget code or financing: \_\_\_\_\_

Will fundraising be needed? Yes \_\_\_\_\_ No \_\_\_\_\_

*(If yes, attach a fundraising plan)*

**Sponsor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit to Superintendent or School Board for approval? Yes \_\_\_\_\_ No \_\_\_\_\_

*(Reference School Board Policy – Field Trips and Excursions 2320 and 2320P)*