

FIELD TRIP REQUEST FORM

Choose one for each of the following:

Classroom Athletic (Overnight or Out-of-State only) Extra Curricular (non athletic)

Day Field Trip

Submit this form to the Superintendent's Office at least 10 school days in advance.

(Fill out fields 1 through 11 and, 16 through 18)

Overnight Field Trip (within State)

Submit this form to the Superintendent's Office at least 20 school days prior to departure. (Fill out ALL fields, 1 through 18)

Out of State/Country Field Trip

Submit request to the Superintendent's Office via this form at least 3 months prior to departure. The Board of Education must approve request at a Board Meeting prior to the trip. (Fill out ALL fields, 1 through 18)

\*\* No advance purchase of transportation/lodging, etc. until trip is Board approved

Fill out ALL fields that apply:

1. School(s): 2. Teacher(s)/Class/Grade:

3. Destination:

Specific Activity:

4. Departure Date: 5. Time:

6. Return Date: 7. Time:

8. No. of Students (attach names): 9. No. of Chaperones (attach names):

10. Estimated cost per student: 11. Trip is being funded by:

12. Lodging:

13. Airline: 14. Flight #(s): 15. Airport:

Private or Rental Car and how many:

16. Name of Transportation Company: 17. Bus #'(s):

18. What standard(s) applies to your trip (attach agenda/program):

Trip Coordinator Phone No. Site Administrator's Signature Date:

SUBMIT THIS ENTIRE FORM TO THE SUPERINTENDENT'S OFFICE ALONG WITH A TYPED ALPHABETIZED LIST OF STUDENTS AND CHAPERONES. THE SUPERINTENDENT WILL USE THIS FORM TO PREPARE THE AGENDA ITEM FOR BOARD APPROVAL PRIOR TO OUT OF STATE/COUNTRY TRIP.

Approved Not Approved Board Meeting Date (out of state) Superintendent's Signature Date: