

Field Trip Request Form

To be completed by the sponsoring staff member or advisor

MUST BE COMPLETED BEFORE PERMISSION IS GRANTED FOR ANY FIELD TRIP THAT REMOVES A STUDENT(S) FROM CLASSES.

- 1. Who is sponsoring the trip (Class/Organization)_____
- 2. Where is the field trip to? (Place/City)_____
- 3. Date and time of departure? (Approximate)_____
- 4. Date and time of return? (Approximate)_____
- 5. How is the trip financed? (Fund 10/classroom budget, Fund 21 activity account, or other)

6. Approximate cost of the trip? _____

Meals: _____ Lodging: _____

Transportation: _____ Registration: _____

Other: _____

- 7. Who is chaperoning the trip?_____
- 8. How many students will be on the trip?_____
- 9. If overnight, where will the students be staying?_____
- 10. Means of transportation to and from the trip? _____
- 11. Any additional costs to be paid by the student?_____
- 12. Emergency numbers, medical information, prescription medication secured? Yes or no
- 13. Educational purpose of the trip? (Please explain).

Signature of Teacher/Advisor

Date

Signature of Building Principal

Date