

Burbank Unified School District  
**FIELD TRIP APPROVAL FORM**  
(To be completed by teacher in charge)

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

**Type of trip:** \_\_\_\_\_ **Day Field Trip** (Requires Superintendent's signature if potential risk is involved, such as skiing, swimming, vicinity of poisonous snakes, or plane travel.)  
\_\_\_\_\_ **Extended (Overnight) Field Trip** (Board or Superintendent approval required. Submit six weeks prior to date of activity.)

Day(s) & Date(s) of Trip: \_\_\_\_\_ Destination: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

Class/Club: \_\_\_\_\_ Teacher in Charge: \_\_\_\_\_

No. of Pupils: \_\_\_\_\_ Total No. of Adults: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_ Appropriation No.: \_\_\_\_\_

Educational purpose of trip: \_\_\_\_\_

Chaperones: \_\_\_\_\_  
(list names)

Will a substitute be necessary? \_\_\_\_\_ If so, how many? \_\_\_\_\_ Appropriation No. \_\_\_\_\_

Describe overnight accommodations (if applicable): \_\_\_\_\_

Cost of trip per pupil: \_\_\_\_\_ How funded? \_\_\_\_\_

**REQUIRED SIGNATURES:**

All persons making the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion.

I acknowledge that I have read, understand, and agree to follow all provisions of Board Policy 6014 and Accompanying Administrative Regulations. If a bus is used, I have provided instruction concerning the bus safety evacuation procedures prior to this trip or plan to provide such instruction prior to the commencement of the trip, as required by TITLE 5, Section 14255.

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

**Note: This form must be kept with the teacher during the entire activity, and a copy must be kept on file at the school site.**

Distribution: White-School, Yellow-Teacher, Pink-Media Services (**approved copy only**)

Revised: 1/00; 7/00

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FORM A