



Overnight Field Trip Request Form

For Overnight and/or Over 325 Miles Field Trips

You can complete this form on your own computer. To move from field to field, use the Tab key. You may then print the completed document and if desired, save the document template to your own computer. Duplicate fields will be repopulated after your first entry.

NOTICE TO STAFF

- An overnight and/or out of state/country trip request **must** be received by the site principal **three months prior** to the trip. School Board approval is **required four weeks** prior to trip departure and should include this form with detailed roster.

Activity: _____ Location: _____

Request Submission Date: _____ School: _____

Day(s) / Date(s) of Trip: _____

Educational Purpose:

Staff Member Making the Request/Position: _____

Organization Making the Request: _____

Number of Students Involved in this Activity: _____ Cost Per Student: _____

Funding Source: _____ Code: _____

Budget Costs Transportation: _____

Housing: _____

Meals: _____

Subs: _____

Itinerary: A complete itinerary of the trip including a breakdown of activities by hour must be included with this request.

Departure:

Time: _____ Location: _____

Return:

Time: _____ Location: _____

Adult Supervisors: A ratio of 1 adult for every 10 elementary students or 1 adult for every 15 secondary students is required. *

Name	Sub. Needed	WSP Clear	Name	Sub. Needed	WSP Clear
1.	<input type="checkbox"/>	<input type="checkbox"/>	4.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	5.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	6.	<input type="checkbox"/>	<input type="checkbox"/>

*Staff member volunteers should be identified at the time of the field trip request, and receive principal approval, prior to submission of the field trip request to the School Board. Additional chaperones must complete the LWSD Volunteer Application Packet including a Washington State Patrol background check, prior to the field trip. The principal or designee will review and approve the list of chaperones included in the field trip request.

Travel Information:**Mode of Transportation** Check **ALL** that apply

- | | | |
|--|----------------------------------|---------------------------------|
| <input type="checkbox"/> Personal Car(s) | <input type="checkbox"/> Bus(es) | <input type="checkbox"/> Air |
| <input type="checkbox"/> Rental Car(s) | <input type="checkbox"/> Rail | <input type="checkbox"/> Other: |

Lodging Arrangements: Required for **ALL** Overnight Trips.

Lodging Date(s): _____

Business Name: _____ Phone: _____

Business Address: _____

Lodging Date(s): _____

Business Name: _____ Phone: _____

Business Address: _____

Lodging Date(s): _____

Business Name: _____ Phone: _____

Business Address: _____

Staff Contact Information:

Mailing Address: _____

Phone Number(s): work: _____ home: _____ cell: _____

Email address: _____

Signature: _____

