

REQUEST FOR APPROVAL OF DAY FIELD TRIP

Please complete this form at least three weeks in advance of trip and submit to your building administrator for approval. All necessary arrangements must be approved by principal or designee.

Person in Charge of Trip: _____ Today's Date: _____

School: _____ Group/Class: _____ Grade(s): _____

Number of Students: _____ Number of Chaperones: Staff _____ Parents _____ Other Volunteers _____

I have verified volunteers have a WA State Patrol check and completed Criminal History Disclosure form on file prior to unsupervised contact with students.

Destination: _____

Address: _____ Map Attached?

Date of Trip: Departure: _____ Return: _____

Time of Trip: Departure: _____ Return: _____

Mode of Transportation:

- District-Owned: Bus Van Car

I have verified District drivers are employed by the District and have a Type I (renewed annually) on file.

- Other (specify) _____

(Commercial transportation must be accompanied by a Certificate of Insurance, with no less than \$1,000,000 combined single limit.)

Estimated Cost Breakdown:

Funding Source:

Registration/Fees \$ _____

Substitutes \$ _____

Transportation \$ _____

Meals \$ _____

Miscellaneous \$ _____

Total \$ _____

Cost per Student: \$ _____

Budget Code: _____ Budget Code: _____

Signature of Accountable Administrator

Signature of Accountable Administrator

ASB Funded: Yes No ASB Student Signature/Approval (if applicable) _____

Monetary Assistance for students and families in need: Describe how this is communicated, accessed, and funded

Source: InvestEd Scholarship Grants Fundraising Parent Club Other _____

Purpose of Trip: (specific subject/unit/topic in course of study related to trip) _____

Outcome of Trip: (specific goals and objectives to be achieved by this trip) _____

Preparation: (specific description of motivational activities preceding trip) _____

Nature of Activities: (specific description of educational experiences during trip) _____

Note: Prior to all field trips, student rosters must be submitted to the Attendance Office and parent permission slips must be on file.

Signature/Approval of Principal: _____ Date: _____