



# Parma School District #137

Striving for Excellence

**POLICY NO: 576F1**

## Extended Field Trips: Preliminary Approval Form

Parma School District #137  
805 E. McConnell Ave. - Parma, ID 83660

(208) 779-4069 - phone  
(208) 779-4080 - fax

### SCHOOL-SPONSORED EXTENDED FIELD TRIP PRELIMINARY APPROVAL FORM

This form is to be completed by the extended field trip organizer and must provide enough information so the principal can give preliminary approval for the field trip.

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

Trip organizer(s): \_\_\_\_\_

Class, club, department, or organization: \_\_\_\_\_

Trip destination(s): \_\_\_\_\_

Date(s) of trip(s): \_\_\_\_\_

Departure time: \_\_\_\_\_ am/pm

Return time: \_\_\_\_\_ am/pm

# of school days missed: \_\_\_\_\_

Educational benefit of the trip:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Activities planned during the trip:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Related brochures/information attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Preliminary trip itinerary attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Does field trip involve any risk related activities: Yes \_\_\_\_\_ No \_\_\_\_\_

- Remote locations/hiking
- Air travel
- Motorized activities
- Animals
- Swimming, boats, or in/around water
- Other: \_\_\_\_\_



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Estimated # of students: \_\_\_\_\_ Age level of students: \_\_\_\_\_

Student/chaperone ratio: \_\_\_\_\_ # of chaperones needed: \_\_\_\_\_

Any special chaperone qualifications required: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list special chaperone qualifications (e.g., CPR certified): \_\_\_\_\_

Means of travel (school bus preferred): \_\_\_\_\_

How food will be provided: \_\_\_\_\_

Housing required: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list type and location: \_\_\_\_\_

Details of proposed budget and how trip will be financed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fundraising required: Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, attach a fundraising plan.)

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### ADMINISTRATIVE APPROVAL (FOR OFFICE USE ONLY)

Date Submitted: \_\_\_\_\_ Organizer's Signature: \_\_\_\_\_

Reviewed field trip plan with principal on: \_\_\_\_\_

The following is needed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Preliminary administrative approval received:*

Date Approved: \_\_\_\_\_ Principal's Signature: \_\_\_\_\_

Submit to Superintendent or School Board for approval? Yes \_\_\_\_\_ No \_\_\_\_\_

Superintendent or School Board approval received on: \_\_\_\_\_