



Field Trip Request Form- Day

Please note: For consideration, sponsor must complete this form and submit to the principal for approval 30 days prior to the field trip date

Sponsor Name: _____ Date of Form Completion: _____

Description of Field Trip:

Date of Trip: _____ # of Students: _____

Place: _____ # of Special Programs: _____

Time: _____ # of Staff: _____

Total Time Gone: _____ # of Chaperones: _____

**Please note that all chaperones attending the field trip must have a completed and approved background-check on file with the District prior to the event*

Educational Objectives to be met:

Attached to this form:

- | | |
|--------------------------|---------------------------------------|
| ☐ | Cost Breakdown Form |
| ☐ | List of all students attending trip |
| ☐ | List of all staff attending trip |
| ☐ | List of all chaperones attending trip |
| ☐ | Field Trip Itinerary |

Signature of Sponsor: _____

Signature of Director
(if applicable): _____

Approved

Denied

Signature of Principal: _____

Date: _____

- | | |
|--------------------------|--|
| ☐ | Following approval, sponsor will notify campus nurse, campus cafeteria manager, and campus attendance clerk of this trip (<i>notification must be sent at least 10 days prior to the trip</i>) |
|--------------------------|--|



Field Trip Request Form- Overnight

Please note: For consideration, sponsor must complete this form and submit to the principal for approval 30 days prior to the field trip date

Sponsor Name: _____

Date of Form Completion: _____

Description of Field Trip:

Date of Trip Departure: _____

Departure Time: _____

Date of Trip Return: _____

Return Time: _____

Place: _____

of Students: _____

Total Time Gone: _____

of Special Programs: _____

Total Days of Missed School: _____

of Staff: _____

Travel Arrangements (Bus,
plane, etc.): _____

of Chaperones: _____

**Please note that all chaperones attending the field trip must have a completed and approved background-check on file with the District prior to the event*

Educational Objectives to be met:

Attached to this form:

☐

Cost Breakdown Form

☐

List of all students attending trip

☐

List of all staff attending trip

☐

List of all chaperones attending trip

☐

Field Trip Itinerary

☐

Hotel Security Plan

☐

All External Cost Quotes (hotels, entry fees, etc.)

Signature of Sponsor: _____

Signature of Director (if
applicable): _____

Approved

Denied

Approved

Denied

Signature of Principal: _____

Signature of Superintendent: _____

Date: _____

Date: _____

☐

Following approval, sponsor will notify campus nurse, campus cafeteria manager, and campus attendance clerk of this trip (*notification must be sent at least 10 days prior to the trip*)



Field Trip Cost Breakdown Form

Total Expense of Trip: \$ _____

Total Expense per Student: \$ _____

Itemized Expenses	Amount	Responsible Party for Payment (Booster, students, district, etc.)
Admission/Entry Fee(s)	\$	
Transportation (Ground)	\$	
Transportation (Air)	\$	
Hotel	\$	
Meals	\$	
Other:	\$	
Other:	\$	
Other:	\$	
Other:	\$	

NOTE: Not all cost sections may be applicable to your field trip. Please fill out the relevant sections for your specific trip.

NOTE: Max 55 students & staff per bus, some Special Programs students may require a separate bus. Bus rate is \$60 per hour (3 hour minimum); Add 30 minutes for travel time between campus and transportation facility

NOTE: Quotes for expenses will need to be provided within your Field Trip Request Packet