



Bamberg County School District

REQUEST FOR FIELD TRIP

REQUIRING OVERNIGHT LODGING / OUT-OF-STATE FOR STUDENTS

Generally, all school-sponsored field trips can be completed without the need for overnight lodging. However, the nature of the activity, location, etc., may dictate that overnight lodging or out-of-state is necessary. When such lodging is desired, the information requested below must be presented to the superintendent for written approval before the group departs. (It is logical that this approval be secured prior to any announcement to students.) Every effort must be made to arrange travel to avoid minimum loss of class time.

1. Name of Group: _____
2. Destination: _____
3. Purpose of Trip: _____

4. Date/Time Leaving Bamberg/Denmark: _____
5. Date/Time Expected to Return: _____
6. Will this trip require any time missed from regular instruction?
Yes _____ No _____ If yes, how much? _____
7. Method of Transportation:
School District Bus _____ Chartered _____ Other (List) _____
8. Approximate number of students: _____
9. Estimated Cost per Participant: _____
10. How will activity be financed? Check all that apply
 - (a) Individual students _____
 - (b) Funds raised by students _____
 - (c) Funds raised by parents and parent organization _____
 - (d) Local School _____
 - (e) Other (Please identify amount/source of any funds in addition to or in lieu of a-c above.) _____
11. Name(s) of school district employee(s) who will serve as chaperones:

Note: A roster of students who will be traveling on the trip must be attached with this form.

Request Made By (Teacher/Coach) _____	Date: _____
Signature (Athletic/Department Director) _____	Date: _____
Signature (Principal/Administrator) _____	Date: _____