

FIELD TRIP REQUEST FORM

Send copies of this form with related material to the Principal and Superintendent at least 30 days prior to event

Title of Proposed Field Trip _____

Name of Person in Charge _____

Group Taking Trip _____

Date(s) of Trip _____

Number of Students _____

Number of Supervisors _____

Approximate Cost of Trip _____

Please attach a statement relative to: (items one through eight)

1. Purpose and educational value of the trip. State which standards are being met and describe how the activities within the field trip will meet the standards listed.
2. What background preparation with students will/has taken place?
3. Itinerary: (include details on destination, lodging, and ALL proposed activities.)
4. A licensed staff member will be in charge of the trip. Additional adults will accompany the trip as agreed upon by the principal and teacher. The teacher and principal shall agree on the number of chaperones needed.
5. Explain source of funds and student involvement in raising funds and costs per student. Consider how you will fund students unable to pay.
6. How will the trip be evaluated?

Principal's Signature

Date

Approved Not Approved

Superintendent's Signature

Date

Approved Not Approved