

FIELD TRIP REQUEST FORM

_____ EDUCATIONAL

_____ SOCIAL

SCHOOL: _____

GROUP/CLUB: _____

DESTINATION OF TRIP: _____

DATE OF PROPOSED TRIP: _____ NO. OF STUDENTS: _____

ESTIMATED ROUND TRIP MILEAGE: _____

TIME OF DEPARTURE: _____ ARRIVAL BACK AT SCHOOL: _____

ARE ALL STUDENTS IN GRADE/CLASS INCLUDED IN TRIP? _____ YES _____ NO

IF NO, EXPLAIN: _____

LIST BRIEFLY HOW THE PROPOSED TRIP WILL ASSIST IN MEETING OBJECTIVES AS SET FORTH

IN CURRICULUM GUIDES: _____

TEACHER/SPONSOR REQUESTING TRIP: _____

NAMES OF CHAPERONES: _____

HOW WILL TRIP BE FINANCED? _____

PRINCIPAL'S APPROVAL: _____ DATE: _____

SCHOOL BOARD'S APPROVAL: _____ DATE: _____

REQUEST DENIED: _____ REASON: _____

(APPROVED COPY TO BE RETAINED IN SCHOOL OFFICE)