



FIELD TRIP REQUEST FORM

(MUST BE COMPLETED AND APPROVED PRIOR TO ANY FIELD TRIP PLANNING)

Note: Field Trips requiring contract approval, must be approved by the Board prior to any field trip planning. Please contact Education Services Administrative Secretary for any inquiries.

Check type of Field Trip: School Day Extended Day Overnight Non-School Day

****If one of the following apply, the request will need to be approved by the Board and submitted 8 weeks prior to the trip date.****

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|---|----------------------------------|
| 1. Overnight trip | 3. Out-of-State / Out-of-Country |
| 2. Trip that is less than 24 hours in duration but encompasses two calendar dates | 4. Airline Travel |

School _____ Date of Trip _____

Teacher(s) Requesting Field Trip _____

Department/Program _____ Grade Level _____

Name of Place Visiting _____ ()
Phone # _____

Address of Place Visiting _____
City State Zip Code

Brief description of Field Trip _____

Number of Students _____ Number of Teachers _____ Number of Other Adult Chaperones _____

*** The ratio of adults to students is at least 1 to 10. All chaperones must be cleared through Human Resources as a Level 1 or Level 2 volunteer. Attach Chaperone List.**

Estimated Cost of Trip Cost of Admission \$ _____ Cost of Transportation \$ _____ Cost for Other Adult Supervisors \$ _____ Total Cost \$ _____	Funding Source _____ NOTE: Secondary schools MUST have prior approval from Associated Student Body (ASB) council to make payment to vendors and/or issue any checks.
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Type of Transportation Private Automobile Bus **Will you need to order a bus?** Yes No
 Airline Rail Other Public Transportation Describe _____

****NOTE:** Arrangements should be made with the Transportation Department if buses are needed.

Departure Time from School: _____ am/pm **Arrival Time at Event Location:** _____ am/pm
Departure Time from Event Location: _____ am/pm **Return Time to School:** _____ am/pm

Teacher Date

Asst. Superintendent-Ed Services Date

Principal Date

Chief Business Officer Date
 (Required only if extended or out-of-area)

Date of Board Approval (if needed) _____

Do you need substitute teacher(s)? No Yes if yes, circle one: All day Partial day No sub needed

Elementary schools: If a substitute is needed, enter request in Aesop and in the sub calendar.

Secondary schools: If a substitute is needed, check the periods that you need coverage, add the request in Aesop and in the sub calendar.

Teacher #1

___ Period 0 ___ Period 4
 ___ Period 1 ___ Period 5
 ___ Period 2 ___ Period 6
 ___ Period 3 ___ Period 7

Teacher #2

___ Period 0 ___ Period 4
 ___ Period 1 ___ Period 5
 ___ Period 2 ___ Period 6
 ___ Period 3 ___ Period 7

Teacher #3

___ Period 0 ___ Period 4
 ___ Period 1 ___ Period 5
 ___ Period 2 ___ Period 6
 ___ Period 3 ___ Period 7

Due to careful analysis given to proposed field trips, the following information must be provided in support of a request for federal/state funding of field trips.

1. How does the field trip fit in with the subject being taught?

2. What is (are) the instructional objective(s) of the trip?

3. What will the students learn/observe/do on the trip that they couldn't learn/observe/do in their class?

4. Write a brief outline of a prepared lesson presented in advance of the field trip to highlight particular educational aspects of the trip.

5. Write a summary of how you will measure students' increased or improved knowledge and /or skills gained due to the field trip.