



FIELD TRIP REQUEST FORM

This document is fillable using Adobe Acrobat or can be printed and completed by hand.

Please use this form for all field trip requests. Trips within the state require only the approval of the building principal. Out-of-state field trips require the approval of the superintendent and trips out-of-country require approval by the Board of Education.

Teacher _____ School _____
 Subject Area _____ Date Submitted _____
 Destination _____
 Purpose of the trip (use additional space on back if needed)

Incorporated learning activities (use additional space on back if needed)

Departure Date _____ Departure Time _____
 Return Date _____ Return Time _____
 Number of Students _____ Grades of Students _____
 Total Number of Chaperones _____ Minimum ratios: Joel 7:1; Eliot 10:1; Morgan 12:1
 List Names of _____
 Chaperones: _____

Total Cost per Student \$ _____
 Transportation Company _____
 Transportation Cost \$ _____ Or _____ Tour group name and
 Admission Fee (s) \$ _____ cost/student
 Other Student Fee(s)/ Cost(s) \$ _____ (attach tour info)

Source of Funding _____ Student/Parent _____
 _____ Operating Budget (name of item): _____
 _____ School Activity Fund (name of fund): _____
 _____ Other (specify): _____

Administrator's Recommendation Approved Denied _____
 Superintendent's Recommendation Approved Denied _____
 BOE Approval (for overnight trips) Approved Denied _____

Signatures