

# REQUEST FOR FIELD TRIP

SCHOOL \_\_\_\_\_

PLEASE SUBMIT AN ORIGINAL AND DUPLICATE TO THE OFFICE ONE WEEK OR MORE IN ADVANCE OF TRIP.

**Teacher(s) making the request:**

**Date of trip:**

**Departure time:**

**Place(s) to be visited:**

**Return time:**

**Estimated number of students:**

**Estimated cost per student:**

**Estimated trip cost:**

1. State the specific learning objectives for your field trip.
2. Describe the activities that will be used to meet the stated objective.
3. How does this trip relate to classroom work? Describe activities to take place in the classroom both before and after the field trip.
4. Describe the arrangement made with the place(s) you plan to visit.
5. Describe the route to be traveled and the educational uses to be made of this time.
6. Describe arrangements for transportation.

- 7. Have you described the purpose of the trip to each parent and requested permission for their child?
- 8. Names of other adults (if any) going on the field trip.
- 9. Follow-up activities planned:

10. Checklist:

\_\_\_ Arrangements made to cover supervision duties (playground, hallway, etc.)

\_\_\_ Notification to cooks as to # of students who will not be eating hot lunches

\_\_\_ Checked "Guidelines for Field Trips"

\_\_\_ Sub needed (yes or no)

\_\_\_\_\_ Approved                      \_\_\_\_\_ Rejected

\_\_\_\_\_  
**Building Principal's Signature**

11. If rejected, what reasons:

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ Approved                      \_\_\_\_\_ Rejected

\_\_\_\_\_  
**District Administrator's Signature**

|                |          |
|----------------|----------|
| Miles _____    | \$ _____ |
| Hours _____    | \$ _____ |
| Cost _____     | \$ _____ |
| Sub cost _____ | \$ _____ |
| Total _____    | \$ _____ |

