

**FIELD TRIP FORM**

**CODE: 352-R2**

1. Organization Requesting Trip: \_\_\_\_\_  
\_\_\_\_\_
2. Destination: \_\_\_\_\_  
\_\_\_\_\_
3. Date and Time of Departure: \_\_\_\_\_
4. Date and Time of Return: \_\_\_\_\_
5. Itinerary: \_\_\_\_\_ (Use \_\_\_\_\_ additional \_\_\_\_\_ sheet \_\_\_\_\_ if  
necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Educational Objectives of the Trip: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Housing Accommodations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Transportation Arrangements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Estimate of Total and Per Pupil Cost for Trip: \_\_\_\_\_
10. Estimate of Cost of Transportation, Food, and Lodging:  
Separately: \_\_\_\_\_  
\_\_\_\_\_
11. Means of Financing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Names of Chaperones and Their Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Special Clothing, Supplies, Equipment, or Funds Needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_
15. Signature of Administrator: \_\_\_\_\_ Date: \_\_\_\_\_