

FIELD TRIP FORM

CODE: 352-R2

- ☐ **MAKE A COPY OF THIS FORM FOR EACH USE.**
- ☐ Principal/Activities Director Approval via this form.
- ☐ Nurse Approval (Student roster sent via email 10 days prior to trip).
- ☐ Transportation Bus Approval - [Completed bus form](#) to Main Secretary **OR** to [Reserve a Van](#) with the Buildings & Ground Supervisor. Check the [van schedule here](#). If using a van, you must turn in a copy of your current drivers license and proof of insurance to the Activities Secretary.
- ☐ Prepare [Field Trip/School Event Form](#) for students and give the student roster to the Attendance Secretary.
- ☐ Three days before the trip: Confirm transportation, email staff date, time, event and list of students to be excused for the trip. Print 2 rosters for the day of the trip. Make note of who cannot have photos taken.
- ☐ Day before trip: Pick up first aid kit from nurse (medications, if necessary)
- ☐ Morning of trip: Take attendance and turn one roster in before trip departure. Use the 2nd roster for boarding the return bus.

1. Organization Requesting Trip

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2. Destination:

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3. Date and Time of Departure:

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4. Date and Time of Return:

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5. Itinerary: (Use additional sheet if necessary)

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6. Educational Objectives of the Trip:

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7. Housing Accommodations:

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8. Transportation Arrangements:

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9. Estimate of Total and Per Pupil Cost for Trip:

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10. Estimate of Cost of Transportation, Food, and Lodging separately:

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11. Means of Financing:

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12. Names of Chaperones and Their Duties:

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13. Special Clothing, Supplies, Equipment, or Funds Needed:

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14. Signature of Instructor and Date:

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15. Signature of Administrator and Date:

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