

# FIELD TRIP REQUEST

School: \_\_\_\_\_

This form is to be used for non-overnight field trips. It must be submitted to the Principal who will then take it to the School Board for final approval.

Name of Group: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Trip Destination: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

Sponsors' Names: \_\_\_\_\_

Number of Students in Group: \_\_\_\_\_ Organization: \_\_\_\_\_

Itinerary (Program and Departure/Return times): \_\_\_\_\_

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Transportation (what vehicles): \_\_\_\_\_

Names of drivers (Insurance Limits): \_\_\_\_\_

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Trip Fees: \_\_\_\_\_

Mileage and Cost for School Vehicles: \_\_\_\_\_

Arrangements for Class Coverage (explain): \_\_\_\_\_

Goals and Objectives for Trip: \_\_\_\_\_

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Board Approval (date): \_\_\_\_\_

Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_