

ONE -DAY FIELD TRIP APPROVAL FORM

Teacher Organizer: \_\_\_\_\_ Submission Date: \_\_\_\_\_

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

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Grade Level(s): \_\_\_\_\_ Class/Course/Group: \_\_\_\_\_

Supervisor(s): Name: \_\_\_\_\_ Role: \_\_\_\_\_

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Name: \_\_\_\_\_ Role: \_\_\_\_\_

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Description of Fieldtrip: (Including Educational Relevance)

(This information will be sent to families as part of the Parent/Guardian Consent Form. Please provide all information you wish parents to receive about the field trip)

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Transportation

Field trip supervisors will arrange the mode of transportation which best meets the needs of the trip. Transportation of students in private vehicles will be in accordance with Administrative Procedure 563: Student Transportation by Volunteer Drivers.

Type of transportation • bus • public transportation • private vehicle • other: \_\_\_\_\_

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Budget

Please include all relevant trip expenses in the table below.

Please note that all fundraising activities undertaken to assist with the field trip costs should be approved in advance by the school principal and will follow Administrative Procedure 520: Fundraising Activities and Sponsorship in District Facilities.

Field Trip Expenses
Teachers-on-Call

Cost Per Student
Total Ex

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