

SCHOOL SPONSORED FIELD TRIP--PRELIMINARY APPROVAL FORM

School: _____

Trip destination(s): _____

Date(s) of trip(s): _____

Departure time: _____ am/pm Return time: _____ am/pm

Club/Sponsor(s): _____

Educational benefit of the trip:

Activities planned during the trip:

Related brochures/information attached? Yes _____ No _____

Preliminary trip itinerary attached? Yes _____ No _____

Does field trip involve any of the following: Yes _____ No _____

* Swimming, boats, or in/around water

* Animals

* Remote locations/hiking

* Air travel

* Outdoor education

* Motorized activities

Estimated # of students: _____ Age level of students: _____

Student/chaperone ratio: _____ # of chaperones needed: _____

Any special qualifications of chaperones needed? Yes _____ No _____

List those special qualifications: _____

Means of travel: School bus (preferred), # needed? _____

Other (list): _____

SCHOOL SPONSORED FIELD TRIP--PRELIMINARY APPROVAL FORM—PAGE 2

Food provided how? _____

Housing needed? Yes _____ No _____

If yes, what type and where? _____

Details of proposed budget and how trip will be financed:

Will fundraising be needed?

Yes _____ No _____

(If yes, attach a draft fundraising plan)

Date Submitted: _____ Sponsor's (Organizer) Signature: _____

Reviewed field trip plan with principal on: _____

The following is needed:

Preliminary administrative approval received:

Date Approved: _____ Principal's Signature: _____

✓ Formal planning process using district required forms 2320F2-F8 may begin.