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
* Remote locations/hiking
* Outdoor education
* Animals
* Air travel
* 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): __________________________________________________________________________
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)

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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.