



FIELD TRIP APPROVAL FORM



The cost of field trips, including bus drivers, will be paid by the group going on the trip. Field trips need to be approved by the Board meeting prior to the trip.

Check One:

- ☐ Workshop ☐ Conference ☐ Camp ☐ Field Trip
☐ Performance by student/group ☐ Other activity: _____

Today's date: _____

Name of group going on field trip: _____

Sponsor/Teacher: _____ Date of trip: _____

Event place: _____

Group sponsoring the trip: _____

Purpose of trip (Educational/Reward): _____

Transportation needed? ☐ Yes ☐ No

How many buses? _____

Inform transportation department? ☐ Yes ☐ No

Departure time: _____ Return time: _____

Number of students involved: _____

Permission forms signed? ☐ Yes ☐ No

Chaperones must be listed and have current BCI/FBI on file. If more room needed, use back of sheet.

Lunch plans, if necessary: _____

Contact person: _____ Cell: _____

Routes to be taken: _____

Substitutes needed? ☐ Yes ☐ No If so, how many? _____ Fund paying for trip: _____

Building Principal's Signature

Date

Superintendent's Signature

Date

Any additional information may be written on the back or attached.
Send original to Board Office. Keep a copy on file at the school office.