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**FIELD TRIP REQUEST FORM**

☐ Day Field Trip ☐ Overnight/Extended Field Trip **(Requires Board Approval)**

 (Submit 30 days in advance) (Submit 60 days in advance)

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| **Day Trip Procedures:**☐ Check with the main office to confirm the date of the trip☐ Complete this form, include an itinerary, and submit to principal for approval☐ Arrange appropriate transportation☐ Arrange parent/guardian chaperones, if necessary, and notify them of trip information☐ Have chaperones complete a volunteer background check☐ Email appropriate support staff, SPED teachers, specialists☐ Notify the kitchen staff with [this form](https://forms.gle/JPvBboPXx7KKfcNZ9) |  | **Overnight/Extended Procedures:**☐ Check with the main office to confirm the date of the trip☐ Complete this form, include an itinerary, submit to Principal for approval, and wait for board approval☐ Arrange appropriate transportation/lodging**(do not book until board approval is given)**☐ Arrange parent/guardian chaperones, if necessary, and notify them of trip information☐ Have chaperones complete a background check☐ Email appropriate support staff, SPED teachers, specialists, kitchen staff☐ Waiver of Liability (See Policy 610) |

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| --- | --- |
| Name of Group:       | Date of trip:       |
| Destination:       | Amount charged to students:       |
| Trip Supervisor:       | Cell phone #:       |
| Number of Adults:       | Number of Students:       |
| Depart from School:       | Estimated time of return:       |
| Transportation Type\*:       | Lodging:       |
| Transportation Cost Total:       | Field Trip Cost Total:       |

\*School-owned vehicles may only be used for trips 400 miles or less away.

* Learning Objectives / Educational Purposes:

* Outcomes students will gain from this trip:

* Educational alternatives with similar outcomes for students who do not attend:

* Review / Evaluation upon returning to school:

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Trip Supervisor Signature Date

☐ Approved ☐ Denied

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Administrator Signature Date

**ADDITIONAL INFORMATION FOR OVERNIGHT / EXTENDED FIELD TRIPS**

* If associated with a class, describe plans to ensure quality instruction for members of the class not participating in the trip. Attach additional pages if necessary.

* Describe plans to inform and involve parents/guardians and secure their approval. Attach copies of information and permission documents.

* Describe steps taken to inform and assist disadvantaged students participating in the trip:

* List all expected expenditures (substitute teachers, salary, stipends, food, transportation, lodging, admissions, etc.)

* List any paraprofessional need; type of paraprofessional and their expected role (do not list confidential student(s) names on this form)

* If fund raising activities are part of financing, briefly describe fundraising plans and attach a copy of the fundraising request.

* Describe how funds will be collected.

* Adults accompanying students on the trip:

Name: Status: Teacher, parent/guardian, etc.

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Administrator Signature Date

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Superintendent Signature Date

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School Board Signature Date