

# Field Trip Request Form



All field trips (any time the students leave campus during the school hours) must be approved by the local school board prior to the event. School board minutes should reflect field trip approval.

Teacher Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

## **Field Trip Details**

Date(s): \_\_\_\_\_

Destination: \_\_\_\_\_

Driver(s): \_\_\_\_\_

Educational Purpose: \_\_\_\_\_

Cost to School: \_\_\_\_\_

Cost to Student: \_\_\_\_\_

*(No students should be excluded due to lack of finances.)*

## **Approval**

Date approved by school board: \_\_\_\_\_

## **Overnight Field Trips**

1. Remember that all conference trips and field trips (day or overnight), must be approved by the School Board.
2. Applications for all overnight out-of-conference trips is to be submitted to the conference board of education for consideration and must be received by the superintendent at least two weeks prior to the meeting.
3. Applications for approval of overnight out-of-union trips during the school year must be approved by the School Board and submitted to the superintendent at least 60 in advance of the trip.