

# FIELD TRIP REQUEST FORM

Policy 802

Person Requesting Field Trip: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Date of Field Trip: \_\_\_\_\_ Destination: \_\_\_\_\_

Class/Group Attending: \_\_\_\_\_ Number of Students: \_\_\_\_\_ Teachers: \_\_\_\_\_

Non-Employee Chaperones: Yes or No                      Background Checks Completed: Yes or No

Documentation Required:

\_\_\_ Permission Form \_\_\_ Parent Travel Waiver \_\_\_ Medical Authorization \_\_\_ Staff Medication/Allergy Training

Cost of Field Trip Funded by: Corporation \_\_\_ School \_\_\_ Club/Organization \_\_\_ Other: \_\_\_\_\_

## TRANSPORTATION INFORMATION

Vehicle Requested: White Bus \_\_\_\_\_ Yellow Bus \_\_\_\_\_ Van \_\_\_\_\_ Explorer \_\_\_\_\_ Other: \_\_\_\_\_

Destination: \_\_\_\_\_ Driver: \_\_\_\_\_ Cost: \$13.00/hr. plus fuel

Departure Location: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Destination Arrival Time: \_\_\_\_\_ Mileage (One-Way): \_\_\_\_\_

Return Departure Location: \_\_\_\_\_ Return Departure Time: \_\_\_\_\_

Arrival Back at School Time: \_\_\_\_\_

Overnight or Out of State Travel Required: Yes or No Explain, if yes:

State how this educational activity will meet the following criteria as defined by statute:

1. Is consistent with and promotes the educational philosophy and goals of this school corporation and the State Board of Education
2. Facilitates the attainment of specific educational objectives
3. Is a part of the goals and objectives of an approved course or curriculum
4. Represents a unique education opportunity
5. Cannot reasonably occur without interrupting the school day

Approved by:

Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_