

REQUEST FOR FIELD TRIP APPROVAL

Date of Trip: _____

Destination of field trip: _____

How will the field trip experience relate to the topic/units/subject being studied?

Is the field trip being planned as the initial, medial or terminal points in the learning?

Sponsor and organization: _____

Number of students: _____ Number of Adults: _____

Grade Level: _____

Departure time: _____ a.m. or p.m. (circle one) Return time: _____ a.m. or p.m. (circle one)

Estimated travel expenses: _____

Estimated fees for field trip: _____

Account code to be charges: _____

Is this field trip sponsored by the campus or the district? _____

Signature of sponsor: _____

Date of request: _____

FOR OFFICE USE ONLY

Approved Disapproved

Principal's Signature

Superintendent or Designee Signature
(If applicable)