

FIELD TRIP APPLICATION FORM

Form to be submitted 30 days prior at minimum

Date of Application:

Date of Field Trip:

Staff Member(s) Sponsoring the Field Trip:

Class/Course Supported by the Field Trip:

Target Group of Students:

Number of Students:

Cost per Student:

Time of Departure:

Time of Return:

Destination/Location:

Does this Field Trip require School Committee approval as an overnight trip? Yes No

Meal Arrangements (if applicable):

Please attach a description of the activity that includes:

- Trip itinerary
- Standards addressed (District/State/National)
- Financial Needs / Fundraising Outlined, if applicable
- Liability / Insurance Coverage
- Ethics Disclaimer, if applicable
- Pre-Trip lesson/activity
- Post-Trip lesson/activity/assessment
- Alternate activity for students who do not attend Field Trip

A list of students attending the Field Trip must be distributed to administrators and staff members at least one (1) week prior to the planned Field Trip.

Approved: _____ **Date:** _____

Principal

Transportation arranged with:

Transportation arranged by:

Date:

Copy to: Cafeteria Mgr. **Copy to:** Activity Fund Treasurer **Copy to:** School Nurse