

CATEGORY 1 – ROUTINE FIELD TRIP APPLICATION

This form is to be submitted to the building principal at least fourteen (14) days prior to a routine field trip for approval, as per regulation 2320 and 2320P. **No fundraising, collection of fees, promotion, collecting or making deposits, or securing of permissions is to be done prior to preliminary approval.**

<i>Date of Trip</i>	<i>Class or Group Participating</i>	<i>Number of Students</i>
<i>Destination</i>	<i>Address</i>	

Education objectives of the trip: _____

Transportation

Bus to arrive at school: _____ Depart school: _____ Leave location: _____ Return to school: _____

Chaperones (# of adult chaperones) - Teachers: _____ Parents: _____ Other Staff: _____

Staff member in charge: _____

Transportation: School Bus (Primary Mode) _____ Charter Bus _____ *Parents _____

* Explain: _____

Plan for meals: _____

ADA Approved? Yes _____ No _____

FINANCIAL PLAN – Column A must Equal Column B – Total costs not individual

<u>Expenses</u>	<u>Source of Funds</u>
Registration _____	ASB _____
Transportation _____	Donations _____
Meals _____	District _____
Substitutes _____	Fundraisers _____
Other _____	Students _____
	Other _____
Total _____	Total _____

The following information MUST be attached to this application:

1. **Detailed** itinerary with all hours accounted for during the trip
 2. Fundraising plans if required to fund the trip.
 3. Names and grade level of students eligible to participate.
 4. Plan for students taking medication.
 5. Plan for students not participating.
- **Notify kitchen, health room, and all specialist of absence.**
 - **If rental vehicle is being used, details must be arranged through Purchasing.**
 - **Any use of watercraft must be noted and approved; no swimming, hot tub or spa allowed on field trips unless a certified lifeguard **employed by the venue** is on duty.**

Preliminary Approval

Staff Completing Application _____	Date _____
Principal _____	Date _____
Bookkeeper _____	Date _____

Adopted: _____ Last Revised: 04.30.17