

CATEGORY 2 - PRE APPROVAL CHECKLIST and AUTHORIZATION - Extended and Overnight Field Trip - Due at least 45 days prior to departure

Field Trip Checklist/Pre-Approval Authorization

The following **required** documentation will be completed, collected and verified prior to fundraising, collection of fees, promotion, collecting or making deposits, or securing permissions. The Pre Approval Application accompanying this cover sheet requires the information needed for approval to proceed as planned.

Required for Pre-Approval

- Initial Meeting with Principal & Planning Approval
- Category 2 Field Trip Pre Approval Form (2320F2b) with transportation, accommodations and attachments below
 - Detailed Itinerary
 - Plan for Supervision (Chaperone Ratio at Least 10:1) – Elementary Trips require a Nurse
 - Financial Plan
- Estimated number of student participants (this includes student chaperones for elementary trips)

Staff Member Signature/Date

Principal or Designee Approval/Date

Risk Management/Date

CTE Director/Date

Asst Super / Executive Director/Date

This portion is to be completed at the District once the application receives Pre Approval

Name of School _____
 Date of Field Trip _____
 Destination _____
 Number of Students _____
 Number of Chaperones _____
 Means of Transportation Approved: BUS/CHARTER _____ Train/Air _____
 Private Parent _____ Private Staff _____
 Lodging _____ Meals _____
 Financial plan received YES _____ NO _____