

## INSTRUCTIONAL TRIP REQUEST FORM

Send copies of this form with related material to the Principal and Superintendent at least 30 days prior to event

Title of Proposed Field Trip \_\_\_\_\_

Name of Person in Charge \_\_\_\_\_

Group Taking Trip \_\_\_\_\_

Date(s) of Trip \_\_\_\_\_

Number of Students \_\_\_\_\_

Number of Supervisors \_\_\_\_\_

Approximate Cost of Trip \_\_\_\_\_

Date request form submitted to Principal \_\_\_\_\_

### **Please attach a statement relative to:**

1. Purpose and educational value of the trip. State which standards are being met and describe how the activities within the field trip will meet the standards listed.
2. What background preparation with students will/has taken place?
3. Itinerary: Location of events and lodging - physical addresses, phone numbers and approximate dates/times of all events.
4. A licensed staff member will be in charge of the trip. Additional adults will accompany the trip as agreed upon by the principal and teacher. The teacher and principal shall agree on the number of chaperones needed. Chaperones must provide cell phone numbers and pass background checks.
5. Explain source of funds and student involvement in raising funds and costs per student. Consider how you will fund students unable to pay.
6. How will the trip be evaluated?

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date