



# District-Related Travel for Field Trips, Excursions and Outdoor Education

## FIELD TRIP FORM SAME DAY, LESS THAN 75 MILES

School Name: \_\_\_\_\_

Employee Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Field Trip: \_\_\_\_\_ Departure time: \_\_\_\_\_ Return time: \_\_\_\_\_

Destination of Trip: \_\_\_\_\_

Purpose of Trip (objectives and relationship to curriculum standards): \_\_\_\_\_

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

### Chaperone List

Number of adult chaperones (District ratio for chaperones is one adult chaperone per 10 students)

| Name | Male/Female | Date of Training | Employee | Volunteer |
|------|-------------|------------------|----------|-----------|
|      |             |                  |          |           |
|      |             |                  |          |           |
|      |             |                  |          |           |
|      |             |                  |          |           |
|      |             |                  |          |           |
|      |             |                  |          |           |
|      |             |                  |          |           |

Method of Transportation (check all that apply):  District Bus  District Van Other \_\_\_\_\_

Funding Source(s) of Field Trip: \_\_\_\_\_ Student Cost (if applicable): \_\_\_\_\_

### Required attachments:

- Permission slips verified: \_\_\_\_\_ (Initialed)
- List of student names attending field trip
- Lesson plan – non-attendees
- Trip Direct ID: \_\_\_\_\_
- Medical needs verified: \_\_\_\_\_ (Initialed)
- Health concerns roster
- Chaperone Training completed

**Required signatures:**

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Principal Signature

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Date

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Risk Management Signature

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Date

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Transportation Signature

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Date

## Same Day Field Trip, Excursion or Outdoor Education (Less than 75 Miles)

(Begin process four weeks in advance)

