

District-Related Travel for Field Trips, Excursions and Outdoor Education**Field Trip Form
More Than 75 Miles/Overnight/Out-of-State**

School Name: _____

Employee Contact: _____ Phone Number: _____

Dates Leaving for Field Trip: _____ Date Returning from Field Trip: _____

Destination of Trip: _____

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

Out-of-State Board Resolution #: _____

Method of Transportation (check all that apply): District Bus District Van Charter Bus Airplane
Other _____

Funding Source(s) of Field Trip: _____

Student Cost (if applicable): _____

Required attachments:

- | | |
|---|---|
| <input type="checkbox"/> Employee travel request form(s) | <input type="checkbox"/> Itinerary of events |
| <input type="checkbox"/> Travel request back-up | <input type="checkbox"/> Permission slips verified: _____ (Initialed) |
| <input type="checkbox"/> List of student names attending field trip | <input type="checkbox"/> Medical needs verified: _____ (Initialed) |
| <input type="checkbox"/> Room Assignment (required for overnight trips) | <input type="checkbox"/> Health concerns roster |
| <input type="checkbox"/> Chaperone training completed (backside of this form) | <input type="checkbox"/> Lesson plan – non-attendees |
| <input type="checkbox"/> Trip Direct ID: _____ | |

Required signatures: (Assistant superintendent's authorization required for field trips traveling more than 75 miles; superintendent's authorization required for overnight and/or out-of-state field trips.)_____
Principal Signature Date_____
Risk Management Signature Date_____
Transportation Signature Date_____
Assistant Superintendent Signature Date_____
Superintendent Signature Date

Chaperone List

Number of adult chaperones District ratio for chaperones is one adult chaperone per ten students; overnight trips require one district-employed male chaperone for every ten male students; one district-employed female chaperone for every ten female students attending the field trip.)

Name	Male/Female	Date of Training	Employee	Volunteer

Number of Male Students: _____ Number of Female Students: _____

Incomplete requests will be returned to originator.

Field Trip, Excursion or Outdoor Education (More than 75 miles, Overnight, Out of State)

(Begin process six weeks in advance)

