

REQUEST FOR SCHOOL APPROVAL

IN-STATE AND OUT-OF-STATE / OVER-NIGHT FIELD TRIP (EXCURSION)

Please begin this process at least **three months** in advance of trip and no less than six weeks prior to field trip date. Submit through your building approval process. All necessary arrangements must be approved by principal or designee. Field trip paperwork must be received to the Superintendent's Office four weeks prior to the field trip date.

Person in Charge of Trip: _____ Today's Date: _____

School _____ Group/Class: _____ Grade(s): _____

Number of Students: _____ Number of Chaperones: Staff _____ Parents _____ Other Volunteers _____

I have verified volunteers have a WA State Patrol check and completed Criminal History Disclosure form on file prior to unsupervised contact with students.

Purpose of Trip: _____ Destination: _____

Address: _____ Map Attached?

Date of Trip: Departure _____ Return _____

Time of Trip: Departure _____ Return _____

Will you or any other staff member:

Yes No receive any form of pay or remuneration for any trip-related expenses? If "Yes," please describe in detail who will receive pay or remuneration and its source.

Yes No miss days of work? If "Yes," provide information about the number of days and the plan for accounting for them.

Estimated Cost Breakdown:

Registration/Fee \$ _____
Substitutes \$ _____
Transportation \$ _____
Lodging \$ _____
Meals \$ _____
Miscellaneous \$ _____
Total \$ _____
Cost to Student: \$ _____
Cost to District: \$ _____

Funding Source:

Budget Code: _____

Budget Code: _____

Signature of Accountable Administrator _____ Date _____

Signature of Accountable Administrator _____ Date _____

ASB Funded: Yes No ASB Signature/Approval (if applicable) _____

Monetary Assistance for students and families in need: Describe how this is communicated, accessed, and funded

Source: InvestEd Scholarship Grants Fundraising Parent Club Other _____

Note: Prior to all field trips, student rosters must be submitted to the Attendance Office and parent permission slips must be on file.

Signature/Approval of Principal: _____ Date: _____

School Board, Superintendent or designee Approval Date: _____ (See Procedures No. 2320P)

- Be sure to attach to this form: written plan including tentative Itinerary (including: departure time and place, major events, chaperones, overnight accommodation location and structure, proposed modes of travel, planned stops, return time and place, the number of school days that students and staff will miss, and a proposal for how staff who miss school because they attend the excursion propose to account for their absence).