

**REQUEST FOR APPROVAL OF DAY FIELD TRIP**

*Please complete this form at least three weeks in advance of trip and submit to your building administrator for approval. All necessary arrangements must be approved by principal or designee.*

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.

Destination: \_\_\_\_\_

Address: \_\_\_\_\_ Map Attached?

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

Time of Trip: Departure: \_\_\_\_\_ Return: \_\_\_\_\_

Mode of Transportation:

- District-Owned: Bus  Van  Car

I have verified District drivers are employed by the District and have a Type I (renewed annually) on file.

- Other (specify) \_\_\_\_\_

(Commercial transportation must be accompanied by a Certificate of Insurance, with no less than \$1,000,000 combined single limit.)

Estimated Cost Breakdown:

Funding Source:

Registration/Fees	\$ _____	_____
Substitutes	\$ _____	_____
Transportation	\$ _____	_____
Meals	\$ _____	_____
Miscellaneous	\$ _____	_____
Total	\$ _____	_____
Cost per Student:	\$ _____	_____

Budget Code: \_\_\_\_\_ Budget Code: \_\_\_\_\_

Signature of Accountable Administrator

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ASB Funded: Yes  No  ASB Student 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 \_\_\_\_\_

Purpose of Trip: (specific subject/unit/topic in course of study related to trip) \_\_\_\_\_

Outcome of Trip: (specific goals and objectives to be achieved by this trip) \_\_\_\_\_

Preparation: (specific description of motivational activities preceding trip) \_\_\_\_\_

Nature of Activities: (specific description of educational experiences during trip) \_\_\_\_\_

**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: \_\_\_\_\_