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FIELD TRIP INFORMATION FORM

The following information must be completed and submitted to the principal before approval of a field trip is granted.

Date of Field Trip: _____

Destination: _____

Curriculum Area: _____

Purpose for Field Extension: _____

Teachers attending: _____

Classes attending: _____

Number of Chaperones (1:10) _____

Method of Transportation _____

Transportation forms turned in to Administration: YES NO

Working cell phone # _____

Will students need a sack lunch from the cafeteria: if YES how many _____ NO

It is the Teachers Responsibility to:

- Send home permission forms at least two weeks in advance
- Give the cafeteria a list of students needing a sack lunch at least two weeks in advance
- Assign students into small groups with a designated chaperon and give the chaperons a written list of students in their group
- Ensure that all drivers have taken the on-line, safe-driving exam (if private vehicles are used)
- Field trip date is placed on master calendar at least two weeks in advance
- Attach a bus schedule with departure and arrival times

Checklist for overnight trips

1. Need travel plan with all details in written format for review
2. plan needs to include:
 - a. who will be riding in what car
 - b. type of cars with number of seat belts
 - c. Room assignments and name of Hotels
 - d. Plan for monitoring rooms while at hotels
 - e. Head count process before leaving any stop
 - f. All permission forms completed and turned in to Lorie--need to include cell numbers (include a copy of travel plans)



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g. Routes and times for traveling

h. Who will be supervising students while they wait for rides at the school to go home.

Teacher's Signature: _____

Date: _____

Principal's Signature: _____

Date: _____