

**SCHOOL SPONSORED FIELD TRIP
PRELIMINARY APPROVAL FORM**

School: _____

Trip destination(s): _____

Date(s) of trip(s): _____

Departure time: _____ am/pm Return time: _____ am/pm

Staff Coordinator: _____

Educational benefit of the trip:

Activities planned during the trip:

Related brochures/information attached? Yes _____ No _____

Preliminary trip itinerary attached? Yes _____ No _____

Does field trip involve any of the following: Yes _____ No _____

- | | |
|---------------------------------------|------------------------|
| * Swimming, boats, or in/around water | * Animals |
| * Remote locations/hiking | * Air travel |
| * Outdoor education | * Motorized activities |

Estimated # of students: _____ Age level of students: _____

Student/chaperone ratio: _____ # of chaperones needed: _____

Any special qualifications of chaperones needed? Yes _____ No _____

List those special qualifications: _____

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Means of travel: School bus (preferred), # needed? _____

Other (list): _____

Food provided how?

Housing needed? Yes _____ No _____

If yes, what type and where? _____

Details of proposed budget and how trip will be financed:

Will fundraising be needed? Yes _____ No _____

(If yes, attach a fundraising plan)

Date Submitted: _____ Coordinator's Signature: _____

Reviewed field trip plan with principal on: _____

The following is needed:

Preliminary administrative approval received:

Date Approved: _____ Principal's Signature: _____

Submit to Risk Mgmt, Finance or School Board for approval? Yes _____ No _____

Risk Management, Finance or School Board approval received on: _____