

ADMINISTRATIVE PROCEDURE
Out of District Field Trips

Date: _____ - _____ - _____

Organization/Class Name: _____

Sponsor(s)/Teacher(s) Requesting Approval: _____

Suggested Guidelines:

1. Out of District Field Trips should be planned for Tuesday, Wednesday, or Thursday unless the Campus Administrator gives special permission.
2. Out of District Field Trips for entertainment or rewards must be taken after school hours or during the weekend.
3. Out of District Field Trips during the months of August & May should be avoided.

Field Trip Date: _____ - _____ - _____

Trip Destination: _____

Name of Sponsors:
(Lead) _____

Number of Students Participating: _____

Criterion Used to Select Students for Trip:

Transportation Requested: _____

Anticipated Cost of Trip:

Student Meals _____
Adult Meals _____
Bus Drivers _____
Lodging _____
Other _____
Total _____

Anticipated Sources of Revenue:

_____ = _____
_____ = _____
_____ = _____
_____ = _____
_____ = _____
Total _____

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Educational Value of
Trips: _____

Describe the steps taken to communicate with parents regarding liability, behavioral expectations, personal needs of student on the trip etc. (attach sample documents sent home): _____

CAMPUS ADMINISTRATOR
APPROVAL _____ **date** _____

This recommended request for an Out of District Field Trip was approved
on _____.

Signature-Superintendent of Schools

*******Please note. Even though approved, you are still required to turn in purchase orders to the central office for the costs of the trip.**