

## SOUTH WHIDBEY SCHOOL DISTRICT FIELD TRIP PLANNING/APPROVAL FORM

**CHECK ALL THAT APPLY.**

- Day Field Trip – Principal approval (**Submit at least 14 school days in advance**)
- Animals*
- Remote locations/hiking*
- Outdoor Education*
- Air Travel*
- Motorized Activities*
- In or Around Water or Overnight Field Trip – Principal/Superintendent/Board approval (30 Days Prior)

Date submitted: \_\_\_\_\_ Teacher(s) requesting Field Trip: \_\_\_\_\_

Grade Level of Students Involved: \_\_\_\_\_ School: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

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

Address of Destination: \_\_\_\_\_

Time Leaving: \_\_\_\_\_ Time Returning: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_ How many needed? \_\_\_\_\_

*(Request for transportation due to the Transportation Office at least **10 school days** in advance)*

**Trip Itinerary: (Be specific. Attach additional pages if necessary.)**

Date	Time	Activity	Location

**Please Check That The Following Are ATTACHED To This Request \***

- Instructional focus and relationship to classroom instruction (include standards that will be addressed).
- Other Pertinent Information (brochures, etc.)

**\*Field trips are meant to enhance and reinforce the educational process. How is this trip related to your program?**

Student/chaperone ratio: \_\_\_\_\_ # of chaperones needed: \_\_\_\_\_

Any special qualifications of chaperones needed? Yes: \_\_\_\_\_ No: \_\_\_\_\_

*(Please attach special qualifications information)*

Number of Students: M \_\_\_\_ F \_\_\_\_ Number of Chaperones (21 and older): M \_\_\_\_ F \_\_\_\_

Estimated Cost of Field Trip: \_\_\_\_\_

**Food Provided – How?** \_\_\_\_\_

**Are sack lunches required?** \_\_\_\_\_ **How many?** \_\_\_\_\_

**Housing needed? Yes** \_\_\_\_\_ **No** \_\_\_\_\_  
(If yes, please attach details)

**Will fundraising be needed? Yes** \_\_\_\_\_ **No** \_\_\_\_\_  
(If yes, attach a fundraising plan)

**Funding per student by:** Student \$ \_\_\_\_\_

Parent \$ \_\_\_\_\_

District/School \$ \_\_\_\_\_ Budget Code: \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

**Will a substitute be required?** \_\_\_\_\_ **Budget Code:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Reviewed field trip plan with principal on:** \_\_\_\_\_

**The following is needed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Preliminary administrative approval received:**

**Date Approved:** \_\_\_\_\_ **Principal's Signature:** \_\_\_\_\_

**Submit to Superintendent or School Board for approval? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Superintendent Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Board Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_