



**FIELD AND OTHER CORPORATION-SPONSORED TRIPS
OUT OF STATE/OVERNIGHT FIELD TRIP REQUEST FORM
Board Policy #C500**

Date:

Name of Organization:

Dates of the Trip:

Location of the Trip:

Overnight Accommodation Information:

Name of Hotel:

• Address:

• How will students be accommodated?

• How will chaperones be accommodated?

• Other details:

Name of Tour Group/Travel Company if applicable:

• Contact Name from group:

Transportation:

(school buses must be within 200 miles of school unless other transportation is authorized)

Has a Transportation Bus Request been submitted and approved by Transportation:

Cost:

• Will the cost be paid by the organization or parents/guardians?

• In case of cancellation will refunds be made to parents/guardians?