



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?

Reason for the Trip:

Itinerary:

Chaperones:

(Expanded Criminal checks on file for Chaperones)

- **Teacher/Sponsor:**
- **Parents:**
- **Tour Director:**

Medical Releases/Parent Permissions on file:

Safety and Supervision Provisions:

Sponsor Signature:

Principal Signature:

Superintendent/Administrator Signature:

School Board Approval Date: