

Field Trip Approval Form

Field trips should address areas of the school's Action Plan, curriculum, or the Vermont Standards . **Field trips are supported but require prior approval from the Principal.**

FIELD TRIP DESTINATION:

STUDENTS INVOLVED (number and grade):

STAFF MEMBER ORGANIZING TRIP:

CHAPERONES:

Staff attending trip:

of non-staff chaperones:

PURPOSE/GOALS OF PLANNED TRIP:

TRIP SCHEDULE (including activities) :

EXPENSES:

cost per student: _____ cost per chaperone:

source of funds: _____

Principal Approval

Date

Once a trip is approved, this form will be returned to the organizing staff person. After completing the checklist on the back, it should be resubmitted (prior to the trip).

The staff person planning the trip is responsible for:

1) Informing all families of the trip in a timely fashion. If students are using transportation other than school busses, drivers need to be identified.

Date

Teacher signature indicated completion.

2) Informing school nursing staff of the trip several days in advance so that staff can prepare to meet medical needs

Date

Teacher signature indicated completion.

3) Informing specialist teachers and support staff who may be affected by any change in schedule

Date

Teacher signature indicated completion.

4) IF payment for admission is required, an invoice must be submitted well in advance of the trip so that payment can be prepared

Date

Teacher signature indicated completion.

5) When field trips require a bus, a bus request form (included in the forms of the staff handbook) needs to be completed.

Date

Teacher signature indicated completion.

6) If students will be out of the building during snack or lunch, the lunch program needs to be notified so that bag lunches/snacks can be prepared in advance. Please confirm the names of all students planning to have a bag lunch/snack at least two days in advance of the trip.

Date

Teacher signature indicated completion.

Please return completed form to the Principal prior to the planned trip.