

ADMIN PROCEDURES MANUAL
Administrative Procedure 260 – Form 260-1

ONE-DAY FIELD TRIP APPROVAL FORM

Teacher Organizer: _____ Submission Date: _____

Destination: _____ Date of Trip: _____

Departure Time: _____ Return Time: _____

Number of Students: _____ Grade Level(s): _____ Class/Course/Group: _____

Supervisor(s): Name: _____ Role: _____

Name: _____ Role: _____

Name: _____ Role: _____

Description of Fieldtrip: (Including Educational Relevance)

(This information will be sent to families as part of the Parent/Guardian Consent Form. Please provide all information you wish parents to receive about the field trip)

Transportation

Field trip supervisors will arrange the mode of transportation which best meets the needs of the trip. Transportation of students in private vehicles will be in accordance with [Administrative Procedure 563: Student Transportation by Volunteer Drivers](#).

Type of transportation bus public transportation private vehicle other: _____

Budget

Please include all relevant trip expenses in the table below.

Please note that all fundraising activities undertaken to assist with the field trip costs should be approved in advance by the school principal and will follow [Administrative Procedure 520: Fundraising Activities and Sponsorship in District Facilities](#).

Field Trip Expenses	
Teachers-on-Call	
Transportation	
Activity fee(s)	
Total Expenses:	\$

Cost Per Student	
Total Expenses	\$
Fundraising	\$ -
PAC Support	\$ -
School Support	\$ -
Total Cost:	\$
Number of students:	÷
Cost Per Student:	\$

Approval

Prior to departure on the field trip, the Teacher Organizer will ensure that all field trip requirements as detailed in the Teacher Field Trip Checklist Form ([260-2](#)) are completed, and a copy of the checklist is signed and submitted to the school Principal.

Teacher/Organizer Signature: _____ Date: _____

<u>PRINCIPAL'S FINAL APPROVAL OF TRIP</u>		
This field trip requires a High-Risk Waiver and Consent	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If volunteers are to be used, a criminal record check is required.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
The field trip as described above has been approved.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Principal Signature: _____	Date: _____	

References: *Administrative Procedure 260 – Field Trips.*

Revised September 12, 2023