

# West Carroll Special School District Field Trip Request

## I. Submission Information

Submitted by: \_\_\_\_\_ Event Date: \_\_\_\_\_ Submission Date: \_\_\_\_\_

School: \_\_\_\_\_ Grade Lev.: \_\_\_\_\_ Content Area: \_\_\_\_\_

Primary Trip Destination Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_

Secondary Trip Destinations (Hotels, Layovers, etc.) Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_

Duration of Trip (Hours or Days): \_\_\_\_\_

Type of Trip (Mark One): Academic  Athletic   
 Student Organization  Reward

## II. Budget

Charge Expenses to Account (Name of Account): \_\_\_\_\_

List sources of Funding for the Trip: \_\_\_\_\_

Budget Detail		
Item	Description	Category Total
Transportation: Driver		
Transportation: Mileage		
Transportation: Other		
Student Admission Charges: <small>(Include # of Students and Individual Amount)</small>		
Substitute Teachers:		
Other:		
Other:		
Other:		
Budget Total:		

## III. Transportation and Chaperones

What method of transportation will be used? \_\_\_\_\_

Number of Student Participants: \_\_\_\_\_ Number of Chaperones Required\*: \_\_\_\_\_

List Chaperone Names: \_\_\_\_\_

\* Must list at least one chaperone for every ten students, not counting the sponsoring teacher. (i.e. 10 students = 1 chaperone + teacher; 20 students = 2 chaperones + teacher; 30 students = 3 chaperones + teacher, etc.)

**IV. Trip/Event Details**

*Complete the following for day trips.*

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This trip is included in the District field trip manual as pre-approved by the B.O.E. If pre-approved, no additional school board action is necessary; D.O.S. approval only.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If an unapproved 1 day field trip, the trip is on the agenda for approval by the BOE.

*Complete the following for overnight trips.*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trip is an overnight trip. If yes, how many nights?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The overnight trip is included in the field trip manual as pre-approved by the B.O.E.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If pre-approved, one additional B.O.E. reading is required before D.O.S approval.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If not pre-approved, two B.O.E. readings are required before D.O.S. approval.

*Complete the following for trips that have an academic focus.*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This trip is described in Section I as an academic trip. List the Standards Addressed:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lessons prior to the trip adequately prepare students to benefit academically from the trip.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lessons after the trip will include follow-up activities that connect reinforce trip objectives.

*Complete the following for trips that will use the transportation services of Carroll County Schools.*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carroll County Schools bus services will be used for this trip.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, driver has been secured. List Driver's Name:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carroll County Schools has issued a bus permit for this trip.

*Complete the following for all trips.*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A student roster for the activity is attached to the F-T Request form.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A trip itinerary is attached to the Field Trip Request form.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trip sponsor has on file and will maintain written parent permission for each student.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trip sponsor has distributed written trip itinerary and behavior expectations to students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trip sponsor confirms that all student participants are academically eligible to partake.

**V. Submission of Request**

Submitted by Sponsor: _____	Date: _____
(Signature)	
Approved by Principal: _____	Date: _____
(Signature)	

**VI. Director's Review**

Board Action Needed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Number of Readings Needed: _____
Date of First Reading: _____	Date of Second Reading: _____		
Approved by Director: _____	Date: _____		