

**POLICY
TITLE:**

**Extended Field Trips:
Preliminary Approval Form**

**POLICY NO: 576F1
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**Wendell Field Trips:
SCHOOL-SPONSORED EXTENDED FIELD TRIP
PRELIMINARY APPROVAL FORM**

This form is to be completed by the extended field trip organizer and must provide enough information so the principal can give preliminary approval for the field trip.

School:_____

Trip organizer(s):_____

Class, club, department, or organization:_____

Trip destination(s):_____

Date(s) of trip(s):_____

Departure time:_____ am/pm Return time:_____ am/pm

of school days missed:_____

Educational benefit of the trip:_____

Activities planned during the trip:

Related brochures/information attached: Yes_____ No_____

Preliminary trip itinerary attached: Yes_____ No_____

Does field trip involve any risk related activities: Yes_____ No_____

* Remote locations/hiking

* Animals

* Air Travel

* Swimming, boats, or in/around water

* Motorized activities * Other:_____

Estimated # of students:_____

Age level of students:_____

Student/chaperone ration:_____

of chaperones needed:_____

Any special chaperone qualifications required: Yes _____ No _____

If yes, list special chaperone qualifications (e.g., CPR certified):

Means of travel (school bus preferred): _____

How food will be provided: _____

Housing required: Yes _____ No _____

If yes, list type and location: _____

Details of proposed budget and how trip will be financed:

Fundraising required: Yes _____ No: _____ *(If yes, attach a fundraising plan.)*

ADMINISTRATIVE APPROVAL

(FOR OFFICE USE ONLY)

Date Submitted: _____ Organizer's Signature: _____

Reviewed field trip plan with principal on: _____

The following is needed: _____

Preliminary administrative approval received:

Date Approved: _____ Principal's Signature: _____

Submit to Superintendent or School Board for approval? Yes _____ No _____

Superintendent or School Board approval received on: _____