

FIELD TRIP REQUEST

Step 1

Teacher Name: \_\_\_\_\_ Date: \_\_\_\_\_

Approval is requested to participate in a field trip as outlined below:

- School:  CVHS  CVES Grade(s): \_\_\_\_\_
- Date of Trip: \_\_\_\_\_ Rain Date (if needed): \_\_\_\_\_
- Total # of people making trip: \_\_\_\_\_  
Pupils Teachers Parents
- Description of trip: \_\_\_\_\_
- Location of trip: \_\_\_\_\_
- Educational Value: \_\_\_\_\_
- Transportation Departure: \_\_\_\_\_  
Date Time Place  
Return: \_\_\_\_\_  
Date Time Place
- Costs:  Check if no cost to the district.  
Estimated Total Cost to the District:  
- School Bus/Charter Bus \$ \_\_\_\_\_ Miscellaneous (list) \_\_\_\_\_  
- Admission Fees (total) \$ \_\_\_\_\_ \$ \_\_\_\_\_  
- Meals \$ \_\_\_\_\_  
*Estimated Total Costs \$* \_\_\_\_\_

*Teacher Signature:* \_\_\_\_\_

Step 2

Pre-Approval Signature: \_\_\_\_\_  
(Building Principal)

Once pre-approved, please submit to Administrative Office.

Step 3

Final Approval : \_\_\_\_\_  
(Business Manager) (Date)

\_\_\_\_\_  
(Superintendent) (Date)

Step 4

You have been approved to participate in the following field trip as outlined above.  
Please note the following:

- You are responsible for making all arrangements necessary for this event. This includes setting up transportation, lodging, event reservations and making sure the principal/building secretary is aware of any need to schedule a substitute teacher during your absence.
- If any pre-payments are required (transportation, admission fees, lodging or meal advances), you must notify Pat in the Administrative Office well in advance with the following information:  
Check Payable to Whom: \_\_\_\_\_  
Check Amount: \_\_\_\_\_  
Field Trip Name: \_\_\_\_\_  
Field Trip Date: \_\_\_\_\_ What check is for: \_\_\_\_\_