

FIELD TRIP PROPOSAL

For consideration by the Board of Education at its _____ meeting.

***Category A requests must be made to the administration at least three weeks prior to the proposed trip.
*Unless during your class period only, trips will not be approved for the final five (5) school days of any grading period.**

***Category B requests must be approved by the Superintendent and School Board. Deadline will be the first Friday of each month for trips following that month's board meeting.**

***Please refer to section 24 in the Teacher's Manual for complete field trip procedures and explanations .**

PERSON SUBMITTING PROPOSAL: _____

DATE OF SUBMISSION: _____

Sub Required : yes ___ no ___ Bus/Van Requested: yes ___ no ___

Permission to proceed with planning is hereby requested for the following trip:

PROPOSED DATE(S): _____

NUMBER OF SCHOOL DAYS MISSED: _____

APPROXIMATE DEPARTURE TIME: _____

APPROXIMATE RETURN TIME: _____

SPONSORING ORGANIZATION:

DESTINATION:

PURPOSE OF TRIP:

CHAPERONE/SPONSOR IN CHARGE: (list accompanying faculty also)

STUDENTS:

Approximate number to attend: _____

Approximate cost to student: _____