

Field Trip Approval Form

COMMUNITY CHRISTIAN SCHOOL

(Triplicate Form: Original copy to school administration; Second copy to administration following the trip, Third copy retained by the teacher for his/her records.)

Teacher Request For Field Trip

Teacher(s): _____ Grade(s): _____

Today's Date: _____ Date of Proposed Trip: _____ Alternative Trip Date (if applicable): _____

Destination/Description of Activity: _____

Destination Contact Person: _____ Phone: () _____

Objectives: (Briefly state the purpose of this trip and what you hope to accomplish.) _____

Our class is preparing for this trip by: _____

What type of follow-up is planned for the classroom? _____

Trip Timing: Departure _____ Destination Arrival _____ Time on Site _____ Arrival _____ Back at School _____

How many will attend? Teacher(s) _____ Chaperones _____ Students _____

What provisions have been made for students unable to go on the trip? _____

Approximate round-trip mileage: _____ Transportation will be by: bus _____ van _____ parent cars _____

***Remember K-4, K-5, 1st, 2nd, & 3rd grades observe a 20-mile limit of travel from Wayne Co. borders.**

Note: (1) All parent drivers must have completed the Volunteer Driver Application Form and be listed on the school's approved driver list.
(2) Volunteer drivers may not be reimbursed for mileage.

Trip Expenses:

Entrance Fees _____ Snacks/Meals _____

Parking Costs _____ Chaperone/Drivers _____ Misc. _____

(Is the school paying any portion of the above expenses? Check with principal before determining final TOTAL figure used when figuring what they must pay to participate. Students should not pay for transportation in an independently owned vehicle.)

TOTAL \$ _____ divided by # of students = \$ _____ approximate cost per student

If this trip request is approved, I understand that written permission from all parents concerned must be obtained for children to participate. No destination or date will be made without contacting the principal's office first and securing his/her approval. I will report any damage, accident, infraction to the principal immediately upon returning to the school.

Teacher's Signature: _____ Date: _____

School Administration Response

_____ Approved _____ Disapproved

_____ Request further information Please clarify: _____

Principal's Signature: _____ Date: _____

Reminder: If the trip is approved, be sure that it is listed on the school's master calendar. Please let all related teachers (music, library, P.E., etc.) and lunchroom/recess staff know if you will not be here on the field trip date.