



SECTION 1

| | |
|----------------------------------|-------------------------|
| Field Trip Location/Destination: | Participating Grade(s): |
|----------------------------------|-------------------------|

| | | | |
|---|-------------------------------|--|--|
| Date(s) of Field Trip: | | Cost Per Student: | |
| Cost: | | Cash or check payable to: | |
| Means of Transportation: | No. of Buses Needed: | No. of passengers (students & teachers/chaperones): Students: Teachers/Chaperones: | NOTE: Kindergarten & 1 st Grade: 2 Chaperones per class 2 nd – 6 th : 1 Chaperone per class |
| Leave School (time): | Arrive back at school (time): | | |
| Brief Description/Academic Benefit/Type of Service: | | | |

| | |
|-------------------------------|-------|
| Submitted by Teacher's Name : | Date: |
| Principal Approval: | Date: |
| Headmaster Approval: | Date: |

*This will be returned to the teacher with approval signature or with comments indicating the need for more information or denial of field trip proposal.

SECTION 2

(Complete this section and return to Headmaster after Section 1 has been approved).

Location _____ Confirmed Date _____

Departure Time _____ Return Time _____

No. of Buses Confirmed as Available _____

Bus Drivers _____

Chaperones _____

Checklist for Teachers:

- _____ Information Sent to Parents via Note Home/Sycamore
- _____ Check/Financial Requested
- _____ Facilities Form Approved

Final Approval from Headmaster _____

Date _____