

## FIELD TRIP APPLICATION

**Building Location:** \_\_\_\_\_

**Travel Date:** \_\_\_\_\_

**Grade /Class:** \_\_\_\_\_

**Trip Lead** \_\_\_\_\_

**Number of Students:** \_\_\_\_\_ **Number of Chaperones:** \_\_\_\_\_

**Trip Lead cel #:** \_\_\_\_\_

*(10:1 Students/Staff ratio is required as chaperones. Chaperones must have cleared the volunteer process before attending.)*

**Field Trips are defined as travel away from school premises, under the supervision of a teacher with an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom. ASD Policy No. 2320P**

*Field trips are single day trips that consist of full classes of students or entire grades.  
All other trips should be requested using the Prior Release Travel Request form.*

**Trip/Event Name:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Arrival time to destination:** \_\_\_\_\_

**Return time to school:** \_\_\_\_\_

**PURPOSE AND OBJECTIVES FOR FIELD TRIP AS RELATED TO THE INSTRUCTIONAL PROGRAM:**


**STAFF CHAPERONES:**

*(10:1 Students/Staff ratio is required as chaperones. Chaperones must have cleared the volunteer process before attending.) (if more than 5 staff travelers, please list additional chaperones on second page)*

Name: _____	Sub needed: <input type="checkbox"/>	Sub Account #: _____
Name: _____	Sub needed: <input type="checkbox"/>	Sub Account #: _____
Name: _____	Sub needed: <input type="checkbox"/>	Sub Account #: _____
Name: _____	Sub needed: <input type="checkbox"/>	Sub Account #: _____
Name: _____	Sub needed: <input type="checkbox"/>	Sub Account #: _____

**TRIP LOGISTICS**

**Travel Mode:** District bus/vehicle: ☐      Acct Code for transportation: \_\_\_\_\_

**Misc:** Admission: ☐ District funded Trip ☐      Acct Code for Admission: \_\_\_\_\_

**APPROVALS**

Teacher:	Date:
Building Administrator:	Date:
Superintendent Designee:	Date:

***Please submit to the Department of School Programs for approval at least 1 Month before Trip***

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### **ADDITIONAL STAFF CHAPERONES:**

*(10:1 Students/Staff ratio is required as chaperones. Chaperones must have cleared the volunteer process before attending.)*

Name: _____	Sub needed: <input type="checkbox"/>	Sub Account #: _____
Name: _____	Sub needed: <input type="checkbox"/>	Sub Account #: _____
Name: _____	Sub needed: <input type="checkbox"/>	Sub Account #: _____
Name: _____	Sub needed: <input type="checkbox"/>	Sub Account #: _____
Name: _____	Sub needed: <input type="checkbox"/>	Sub Account #: _____
Name: _____	Sub needed: <input type="checkbox"/>	Sub Account #: _____
Name: _____	Sub needed: <input type="checkbox"/>	Sub Account #: _____
Name: _____	Sub needed: <input type="checkbox"/>	Sub Account #: _____
Name: _____	Sub needed: <input type="checkbox"/>	Sub Account #: _____
Name: _____	Sub needed: <input type="checkbox"/>	Sub Account #: _____
Name: _____	Sub needed: <input type="checkbox"/>	Sub Account #: _____
Name: _____	Sub needed: <input type="checkbox"/>	Sub Account #: _____

***Please submit to the Department of School Programs for approval at least 1 Month before Trip***