

**COLDWATER EXEMPTED VILLAGE SCHOOLS
APPLICATION FOR FIELD TRIP**

In accordance with Board of Education Policy IICA-R it is necessary for you to complete an application and submit it to your building principal for each field trip you plan to take during the school year. Included with the application is the Field Trip Planning Form; which is to be completed by the sponsor or advisor prior to requesting authorization for each field trip.

Field trips which extend beyond the regular school day are discouraged. Limitations in transportation place severe restrictions on the ability to provide for such experiences. Trips which require overnight stays must be approved by the board of education.

Approval of field trips is granted by the building principal, in cooperation with the superintendent and transportation director for the district. All applications must be submitted at least fourteen (14) days before the trip is scheduled to take place.

**FIELD TRIP APPLICATION
(Non-Athletic)**

Name of Sponsor or Advisor: _____

Proposed Field Trip to: _____

Proposed Date(s): _____

Length of Field Trip (hours and days) _____

Time of Departure _____ Time of Return _____

Miles (round trip) _____

Number of Students Involved _____

Number of Parents or Staff Chaperones _____

Pickup Location _____

Handicap Bus Needed _____ Yes _____ No

Advisor/Sponsor Signature and Date _____

Approved _____
Disallowed _____

Building Principal's Signature and Date _____

Approved _____
Disallowed _____

Transportation's Signature and Date _____

Approved _____
Disallowed _____

Superintendent's Signature and Date _____

Field Trip Planning Form

Description of Trip:

Describe the curricular objectives to be met through this trip: _____

Destination (include name, address, and phone number of site): _____

Cost of Transportation: _____

Funding Source: _____

Ticket/fee costs Total: _____

Funding Source: _____

Food cost Total: _____

Funding Source: _____

Substitute teacher costs: _____

Funding Source: _____

Lodging cost Total: _____

Funding Source: _____

Miscellaneous expenses: (itemize)

Funding Source: _____

Funding Source: _____

Total cost of proposed trip: _____

Other school activities scheduled on same date(s) as proposed field trip (please list): _____

Click or tap here to enter text.



EXTENDED FIELD TRIP REQUEST FORM

In accordance with Board of Education Policy IICA, Field Trips, all extended field trips must be approved by the Superintendent of Schools. The following information must be forwarded to the Superintendent 60 days (6 months for international trips) prior to the Board meeting which precedes the trip.

Name of School _____ Date of Request _____

Name of Club or Activity _____

Trip to _____ Purpose _____

Number of students participating _____

Dates of Trip: From _____ to _____

Number and names of teachers and chaperones: (Give ages of chaperones under 25 and list relationship of all chaperones to system or staff)

a. _____ e. _____

b. _____ f. _____

c. _____ g. _____

d. _____ h. _____

Others: _____

Transportation: Bus _____ Train _____ Plane _____ Car _____ Other _____

Are fund-raising activities planned? _____ If so, describe _____

Lodging: Hotel/Motel _____ Camp _____ Private Home _____

If known, please give or attach specifics of room assignments: _____

Cost per Teacher and/or Chaperone \$ _____

Cost per Student \$ _____

Signature of teacher making request _____

Type Name: _____

Approved by Principal: _____ Date: _____

We need Coldwater school bus or van transportation yes no

Approved by Transportation:

Authorized by Superintendent or Designee:

Date

Board Approved:

Attach itinerary if available

Attachments: