

# REQUEST FOR APPROVAL OF FIELD TRIP

**Submit two weeks PRIOR to date requested**

Teacher: \_\_\_\_\_ Subject: \_\_\_\_\_

Grade(s): \_\_\_\_\_ Number of Pupils: \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_

Names of teachers/staff going: \_\_\_\_\_

Date of field trip: \_\_\_\_\_

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

Purpose of trip: \_\_\_\_\_

\_\_\_\_\_

Is Video Equipment Needed? (Digital Camera, Video Camera, etc.) \_\_\_\_\_

(Please "publicize" your field trips)

\_\_\_\_\_ List of students submitted to the 5-12 Office and Activities Director

(All students need to have an eligibility form turned in to the Activities Director **PRIOR** to going on field trip)

Type of Transportation:

\_\_\_\_\_ Private Car

\_\_\_\_\_ Chartered Bus Name of Company \_\_\_\_\_

\_\_\_\_\_ School Bus

Time of Departure: \_\_\_\_\_ Time of Return: \_\_\_\_\_

How trip is to be financed: \_\_\_\_\_ Cost per pupil: \_\_\_\_\_

Classes for which a substitute is needed: \_\_\_\_\_

\_\_\_\_\_

Provisions made for students not accompanying you on the trip: \_\_\_\_\_

\_\_\_\_\_

Will students miss lunch at the school? Y or N

## **SIGNATURE AND APPROVAL:**

Teacher \_\_\_\_\_ Date: \_\_\_\_\_

Principal \_\_\_\_\_ Date: \_\_\_\_\_

Transportation Arranged? \_\_\_\_\_ Date: \_\_\_\_\_ By Whom? \_\_\_\_\_

**FIELD TRIP PERMISSION SLIP: BENSON JUNIOR/SENIOR HIGH SCHOOL**

\_\_\_\_\_ has my permission to participate in a field trip to \_\_\_\_\_ on \_\_\_\_\_, 200\_\_\_\_ in connection with work in the \_\_\_\_\_ class. I understand that the field trip will be made in accordance with school rules, that the method of transportation will be \_\_\_\_\_, that the student will be under the supervision of teachers and/or parents, and that the cost of the field trip will be \_\_\_\_\_. It is also understood that the student has the responsibility to arrange with teachers of the classes he/she will miss to make up any class project, notes, assignments, test, or previously scheduled work.

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Signature of Parent or Guardian

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