



# Harvey School District 152 Field Trip Approval Form

School(s): Whittier

Date of Request: 9-1-15

Types of Field Trips: ☒ Day Trip

☐ Overnight Trip

☒ Out-of-Town Trip

Educational rationale for the field trip: Children will learn about apples and apple trees, bee pollination, and growing cycle of pumpkins. They will see how a real apple orchard is run.

Date(s) of proposed trip:	<u>9-30-15</u>	# of Students Participating	<u>approx. 65</u>
Staff requesting trip:	<u>Lori Baker</u>	# of Chaperones	<u>approx. 10 Total</u>
Date/Time of Departure:	<u>9:15 a.m</u>	Date/Time of Return:	<u>9-30-15 1:30</u>
Destination(s):	<u>County Line Orchard</u>	Lunch Arrangements:	<u>Sack Lunch</u>
Source(s) of Funding:	<u>Students</u>	Cost per Student:	<u>approx. 13.00</u>
Total Cost of Trip:	<u>750 - 800.00</u>	Type of Transportation:	<u>BUS</u>
Number of days of school or instruction missed:	<u>1 day</u>	Emergency/Medical Arrangements:	

Names of adult chaperones accompanying group:

1. L. Baker
2. J. Askins
3. M. Santillon
4. C. Banks
5. A. Smith
6. A. Miller

## Notes:

- Adequate male and female chaperones must be provided at a ratio of 1:10 (1 chaperone to 10 students).
- Chaperones must be approved by Principal and **must have completed a criminal background check.**
- A written evaluation of the trip must be filed in the office of the principal within three days following the field trip.
- Written permission from the parent for his/her child to take trip must be filed with the principal.
- *Field Trip Approval Form* must be submitted to the Office of Special Services:
  - Two (2) weeks for regular day trip
  - One (1) month for overnight and/or out-of-town trips

[Signature]  
Signature of Principal /Date

[Signature] Approved  
Signature of Superintendent /Date (Overnight and Out of Town) 9.2.15

A detailed itinerary for the proposed trip must be included with the form.

Revised 10/13

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