

**SCHOOL-SPONSORED EXTENDED FIELD TRIP
PRELIMINARY APPROVAL FORM**

This form is to be completed by the extended field trip organizer and must provide enough information so the principal can give preliminary approval for the field trip.

School: _____

Trip organizer(s): _____

Class, club, department, or organization: _____

Trip destination(s): _____

Date(s) of trip(s): _____

Departure time: _____ am/pm

Return time: _____ am/pm

of school days missed: _____

Educational benefit of the trip:

Activities planned during the trip:

Related brochures/information attached: Yes _____ No _____

Preliminary trip itinerary attached: Yes _____ No _____

Does field trip involve any risk related activities: Yes _____ No _____

- Remote locations/hiking
- Air travel
- Motorized activities

- Animals
- Swimming, boats, or in/around water
- Other: _____

Estimated # of students: _____

Age level of students: _____

Student/chaperone ratio: _____

of chaperones needed: _____

Any special chaperone qualifications required: Yes _____ No _____

If yes, list special chaperone qualifications (e.g., CPR certified): _____

Means of travel (school bus preferred): _____

How food will be provided: _____

Housing required: Yes _____ No _____

If yes, list type and location: _____

Details of proposed budget and how trip will be financed:

Fundraising required: Yes _____ No _____ (If yes, attach a fundraising plan.)

**ADMINISTRATIVE APPROVAL
(FOR OFFICE USE ONLY)**

Date Submitted: _____ Organizer's Signature: _____

Reviewed field trip plan with principal on: _____

The following is needed: _____

Preliminary administrative approval received:

Date Approved: _____ Principal's Signature: _____

Submit to Superintendent or School Board for approval? Yes _____ No _____

Superintendent or School Board approval received on: _____