



# Overnight Field Trip Request

To the Board of Education

1. Group Requesting Permission: \_\_\_\_\_

2. Staff Person(s) in Charge: \_\_\_\_\_

3. Destination: \_\_\_\_\_  
(Address & Phone Contact for Destination)

4. Dates: \_\_\_\_\_

5. Purpose of trip:

Please **ATTACH** the rationale that indicated how this activity will promote learning for students. Please include how the success of the trip will be evaluated and reported and what follow-up activities are planned. This should have your Administrator's approval signature.

6. Lodging Accommodations: \_\_\_\_\_  
(Address & Phone Contact for Lodging)

7. Transportation Arrangements: **ATTACH** a travel itinerary and a schedule of activities for the field trip.

8. Chaperone/Student ratio: \_\_\_\_\_

9. Funding Sources: \_\_\_\_\_

10. What is the total cost per student? \_\_\_\_\_

11. Are all students in the group/class participating? \_\_\_\_\_

12. What behavioral expectations (Rules) will be shared with students and chaperones?  
**ATTACH** a written copy of those expectations.

13. Who will be the emergency contact on the trip and what is the contact number? Have student and chaperone emergency and medical forms been completed and filed before the trip? \_\_\_\_\_

14. **ATTACH** a copy of the parent notification letter.