

Rolling Hills Public Charter School

INSTRUCTION

2550F1

Field Trip Preliminary Approval Form

Trip destination(s): _____

Date(s) of trip(s): _____

Departure time: _____ am/pm Return time: _____ am/pm

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 of the following: Yes _____ No _____

- * Swimming, boats, or in/around water
- * Animals
- * Remote locations/hiking
- * Air travel
- * Outdoor education
- * Motorized activities

Estimated # of students: _____ Age level of students: _____

Student/chaperone ratio: _____ # of chaperones needed: _____

Any special qualifications of chaperones needed? Yes _____ No _____

List those special qualifications: _____

Means of travel: Charter bus (preferred), # needed? _____

Other (list): _____

Food provided? Yes _____ No _____

If Yes, how? _____

Housing needed? Yes _____ No _____

If yes, what type and where? _____

Details of proposed budget and how trip will be financed:

Will fundraising be needed? Yes _____ No _____

(If yes, attach a fundraising plan)

Date Submitted: _____ Teacher's Signature: _____

Reviewed field trip plan with principal on: _____

The following is needed:

Preliminary administrative approval received:

Date Approved: _____ Principal's Signature: _____

Submit to School Board for approval (All overnight and out-of state field trips)?

Yes _____ No _____

School Board approval received on: _____

Form History

Approved on: 4/11/2013

