Field Trip Proposal Form

Please complete and submit this proposal form to your building principal prior to your meeting with him/her. Do NOT discuss the proposal with students, parents, and other parties prior to that meeting.

I am proposing a field trip on _____ to
date

_____
name of site address

_____
contact person phone

Specify the instructional objective(s) and/or the educational value of this experience.

Explain how you will evaluate whether students met the objective(s).

Provide a brief description of an alternate plan for students not participating in the trip.

List any potential hazards that may require special insurance.

Number of students (attach a list of names) _____ Grade/Subject/Club _____

Proposed number of chaperones _____ Number & Cost of Subs (if needed) _____

Please explain your planned class coverage.

For each student requiring special accommodations, specify how these needs will be met.

Is financial aid available? _____ Source _____

Total cost (including buses) _____ Funding source _____

_____ _____
teacher submission date

Status

_____ Approved _____ Not approved

_____ _____
principal date

☐ Distribute parent/guardian permission slips ☐ Distribute student contracts, if necessary