



**To be completed by requesting teacher and submitted to Assistant Principal:**

Participating Grade: K / 1 / 2 / 3 / 4 / 5 / EC

Participating Classes: \_\_\_\_\_  
(List of Teacher Names)

Teacher in Charge/Contact Teacher: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Number of School Staff: \_\_\_\_\_

Date of Trip: \_\_\_\_\_, 20\_\_\_\_ am/pm \_\_\_\_\_ am/pm  
(Departure Time) (Return Time)

**Proposed Destination Information:**

Location: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

Destination/Ticket/Activity Cost: \$ \_\_\_\_\_ . \_\_\_\_\_

**Instructional Information:**

What subject area(s) will be reinforced for this activity? \_\_\_\_\_

List specific NCSCOS/Common Core objectives/goals for this proposed activity.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

What student readiness/follow up activities are planned for this field trip experience? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To be completed by Assistant Principal:**

Approval Signature: \_\_\_\_\_ Date \_\_\_\_\_

Buses and Drivers Assigned:

Bus # \_\_\_\_\_ Driver \_\_\_\_\_

Bus # \_\_\_\_\_ Driver \_\_\_\_\_

Bus # \_\_\_\_\_ Driver \_\_\_\_\_

**To be completed by Financial Secretary:**

Mileage Round Trip: \_\_\_\_\_

Number of Paid Driver: \_\_\_\_\_ Length of Time to be paid: ( \_\_\_\_ ) ½ Day ( \_\_\_\_ ) Full Day

Total Transportation Cost: \_\_\_\_\_

Transportation Cost Per Student \_\_\_\_\_ (To be added to your activity cost per student)

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

It is the responsibility of each grade level/teacher to complete the following prior to the trip:

\_\_\_\_ Insurance List with students attending turned in to Financial Secretary

\_\_\_\_ Inform front office of date, time & site location of field trip

\_\_\_\_ BEP teachers informed ( AIG, Art, Computer, Media, Music, PE, Resource, Speech)

\_\_\_\_ Inform Custodians

\_\_\_\_ Inform Cafeteria (2) weeks in advance and order lunches for date of field trip

I verify that the above criteria have been completed:

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date