

**FIELD TRIP**  
**(Teacher Request/Proposal Form)**

Destination: \_\_\_\_\_

Objectives of Trip: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Trip \_\_\_\_\_ (Day of Week \_\_\_\_\_)

Subject/Grade Level \_\_\_\_\_ Number of Students \_\_\_\_\_ Student Cost \_\_\_\_\_

Time Leaving \_\_\_\_\_ Expected Arrival \_\_\_\_\_

Time Leaving Trip Site \_\_\_\_\_ Expected Return Time \_\_\_\_\_

Number of Buses Requested \_\_\_\_\_ Date Buses Ordered \_\_\_\_\_ Cost \_\_\_\_\_

Bus Transportation By \_\_\_\_\_

Teachers Involved as Supervisors: \_\_\_\_\_

\_\_\_\_\_

Will Parent Volunteers be Needed? Yes \_\_\_ No \_\_\_

Provide a general description of how students who do not go on the trip due to disciplinary or individual choice will be supervised, and what educational activities these students will be offered.

\_\_\_\_\_

\_\_\_\_\_

What are the facility's safety plan for students to protect them during severe weather?

\_\_\_\_\_

What is the emergency contact number for the facility (preferably the facility manager or public safety office?) \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature Requesting Trip

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Principal's Signature Approving Trip

\_\_\_\_\_  
Date of Approval