



## Field Trip Request Form

This form must be submitted at least two weeks prior to departure date.

Date Request Submitted: \_\_\_\_\_

Club / Class /Team Requesting Trip: \_\_\_\_\_

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

Dates & Times:

Departure Date: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Return Date: \_\_\_\_\_

Approx Return Time: \_\_\_\_\_

Justification / Purpose of the Trip: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Supervising Teacher or Moderator signature: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

	Costs:	Provider:
Transportation	_____	_____
Parking	_____	_____
Lodging	_____	_____
Food	_____	_____
Entrance Costs	_____	_____
Student Insurance	_____	Meyer/Stevens

Total per Student Cost: \_\_\_\_\_

Approvals:

- #1 Department Chair: \_\_\_\_\_ Date \_\_\_\_\_ (Classes Only)
- Director of Student Activities \_\_\_\_\_ Date \_\_\_\_\_ (Clubs Only)
- Director of Special Projects \_\_\_\_\_ Date \_\_\_\_\_ (Academic Teams)
- #2 Asst Principal for Academics or Student Life: \_\_\_\_\_ Date \_\_\_\_\_
- #3 HR/Risk Management: \_\_\_\_\_ Date \_\_\_\_\_
- #4 Principal: \_\_\_\_\_ Date \_\_\_\_\_
- #5 Dean: \_\_\_\_\_ Date \_\_\_\_\_

