



# Dublin Unified School District

## FIELD TRIP AUTHORIZATION FORM

### District-Sponsored Event – Check One:

One Day, School Day \_\_\_\_\_

One Day, Outside of School Hours \_\_\_\_\_

One Day, Non-School Day \_\_\_\_\_

Overnight Trip \_\_\_\_\_

Out-of-State Trip \_\_\_\_\_

Number of Students: \_\_\_\_\_

Educational Standards Covered: \_\_\_\_\_

\_\_\_\_\_

Destination(s): \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

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

Person in Charge: \_\_\_\_\_

Other Adults on Trip: \_\_\_\_\_

\_\_\_\_\_

If overnight and/or out of State field trip, administrator on trip? If yes, who?

\_\_\_\_\_

If not, who will be the field trip leader, and when did/will that person complete training?

\_\_\_\_\_

### Transportation:

Funds verified for Field Trip: \_\_\_\_\_ Public Transportation: \_\_\_\_\_ Walking: \_\_\_\_\_

Private Passenger Vehicle: \_\_\_\_\_ Hired Vehicle \_\_\_\_\_

Approved By Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By Ed Svcs Dept: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By School Board: \_\_\_\_\_ Date: \_\_\_\_\_

(as needed)