

Field Trip Item Format for BoardDocs

Instructions: Educator submitting the item needs to email completed copy to Site Administrator, who will then forward, indicating approval, to [Educational Services](#).

Purpose:

The purpose of this item is to seek field trip approval for

of Students _____

School Site _____

Name of Event _____

Location _____

Dates _____

Background: Why is this trip important?

Details: More detail about the field trip. Briefly outline the planned activities.

Questions: List no more than three questions with answers that a Board member may ask.

Q: How will students be transported?

A:

Q: What is the total cost?

A:

Q: How many chaperones will be coming on the trip?

A:

Goals:

Strategic Initiative - Student Learning

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Financial Impact: *Any financial impact to the district should be delineated in this section. Summarize transportation costs, lodging, teacher substitute(s), event fees, etc., and provide funding source information.*

Contacts: *Person submitting the item – name(s), title(s), whoever assisted or has additional info **and Site Administrator approval.***

Submitted by: _____

Date: _____

Submitted by: _____

Date: _____

Submitted by: _____

Date: _____

Approved by: _____

Date: _____