

**Moon Area School District
Field Trip Request Form
For Overnight or Trips of 50 Miles or More**

Instructions: Please provide concise, detailed responses to the following questions. Although typing is preferred, neat printing is acceptable. Use this form only – Do not create your own. A template is also available for your use. All overnight trips must be board approved.

Please submit this form at least one month in advance of the proposed trip. Exceptions to this requirement may be considered for competition like events.

School Building: _____

Class or Organization requesting the trip: _____

Date(s) of proposed trip: _____

Destination:

1. If an administrator is participating in the trip, an Application for Administrator Conference Attendance form must be completed and submitted in order to provide an estimate of costs/expenses.	
2. State the educational purpose of this trip and its relation to the curriculum or organization?	
3. What, if any, are the anticipated costs to the <u>district</u> ?	
4. What, if any, are the anticipated costs to the <u>student and/or parents</u> ?	
5. Will money be solicited from the community for this trip? If yes, approximately how much?	
6. If money is to be solicited from the community, describe the process. (Policy requires the approval of the principal and activities director for fund raising.).	
7. Provide the names of district personnel who will sponsor and chaperone the trip. (May be amended later.)	
8. Are any of the sponsors or chaperones being paid by an outside agency? If yes, identify the outside agency	
9. Who, in addition to the district personnel, will sponsor the trip?	
10. Who, in addition to district personnel, will chaperone the trip?	
11. Attach a list of the names of the students and all chaperones who plan to take the trip and the total students participating. (<i>Attachment</i>) NOTE: <u>Written parental permission is a requirement for all field trips.</u>	
12. Identify the carrier(s) and the mode(s) of transportation to be used:	

13. What teacher or advisor initiated this trip proposal?	
14. Has it previously been taken? If yes, when?	
15. What practical safety and security provisions have been established? What is the plan for communicating this to all who need to know?	
16. What arrangements have been made in the event of cancellation of the field trip (Ex. Cancellation insurance, notification of parents, refunds or other use of earned funds?)	
17. How have students, parents and faculty been involved in planning this trip?	
18. Provide a copy of the proposed itinerary. <i>(Attachment)</i>	
19. Please attach other relevant information which you believe helps to understand your request	

20. Check list:

Submitted by

Date

Rationale for support by Building Principal

Building Principal

Date

Approved

Date

Disapproved

Date