



### Field Trip Instructional Plan

Sponsoring Teacher's Signature: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_

- ✓ INSTRUCTIONS: Prepare in duplicate and submit to administration for approval at least six (6) weeks in advance of an out-of-town field trip and three (3) weeks in advance for an in-town field trip. All field trip requests must include a pre-study plan and follow-up study plan for review.

1. **Destination:** \_\_\_\_\_

2. **Departure:** \_\_\_\_\_  
Date Time Location

3. **Return:** \_\_\_\_\_  
Date Time Location

4. **Total Number of Participants:** \_\_\_\_\_ **Grade Level(s):** \_\_\_\_\_

**Number of School Staff:** \_\_\_\_\_ **Number of Students:** \_\_\_\_\_ **Number of Chaperones:** \_\_\_\_\_

5. **Name and Position of Participating School Staff**

Name	Position\Grade\Subject

6. **Type of transportation:** \_\_\_\_\_ Bus Name of Bus Company: \_\_\_\_\_  
\_\_\_\_\_ Other Specify \_\_\_\_\_

7. **FINANCIAL INFORMATION**

A. Total Cost of Trip \$ \_\_\_\_\_

B. Cost per Student \$ \_\_\_\_\_

C. Cost per Chaperone \$ \_\_\_\_\_

D. Identify any portion of the cost of this field trip being augmented: \_\_\_\_\_

E. Checks needed payable to: \_\_\_\_\_

F. Date needed: \_\_\_\_\_

G. Amount: \$ \_\_\_\_\_

***\*All checks request are due at least 3 days prior to field trip day***