SCHOOL SPONSORED FIELD TRIP
PRELIMINARY APPROVAL FORM

School: Stevenson High School

Trip destination(s):

Date(s) of trip(s):

Departure time:

Return time:

Club/Sponsor(s):

Educational benefit of the trip:

Activities planned during the trip:

Related brochures/information attached? Yes ____ No ____

Preliminary trip itinerary attached? Yes ____ No ____

Does field trip involve any of the following: Yes ____ No ____

Swimming, boats, or in/around water

- Animals
- Remote locations/hiking
- Air travel
- Outdoor education
- Motorized activities

# of students:

Age level of students:

Student/chaperone ratio:

# of chaperones:

Any special qualifications of chaperones needed? Yes ____ No ____
List those special qualifications:

Means of travel:

Food provided how?

Housing needed? Yes ____ No _____

Details of proposed budget and how trip will be financed:

Will fundraising be needed? Yes ____ No _____

Fundraisers:

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Date Submitted:

Sponsor’s Signature: ____________________________ Date: __________

Parent Signature: ____________________________ Date: __________

Reviewed field trip plan with principal on: __________________________

The following is needed:

_________________________________________________________________

_________________________________________________________________

Preliminary administrative approval received:

Date Approved: __________ Principal’s Signature: __________________________

Submit to Superintendent or School Board for approval? Yes ____ No _____

Superintendent or School Board approval received on: ________________