

Preliminary Field Trip Preparation

For Extended Out-of-State or International Field Trips

This form is to be submitted to the Superintendent a minimum of 10 months (for out-of-state) prior to trip, 18 months (for international) prior to trip, or as soon as plans are initiated (whichever comes first) as the preliminary planning for a school-sponsored trip. **After approvals below, the Purchasing Department will assist you in trip planning and vendor selection.**

School: _____ Grade/Class: _____

Estimated No. Students: _____ Estimated No. Chaperones: _____

Tentative* Destination: _____

Tentative* Trip Dates: _____ # of School Days Missed: _____

Organizer: _____ Source of Funding: Individual; Fund Raising

** A new form is required if there are changes to the destination or dates.*

What is the purpose of the field trip? _____

How is it directly related to approved curriculum? _____

Will students be required to fundraise to pay for this trip? ([See BP 1321 Solicitation of Funds from and by Students](#) & [BP 3452 Student Activity Funds](#)) _____

What provisions are being made for students who cannot afford to participate in this trip?

Submitted by/(Contact Person) _____ Date _____

Approved to pursue preliminary planning:

Principal _____ Date _____

Assistant Superintendent _____ Date _____

Sent to Purchasing: _____