

## 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 \_\_\_\_\_

[Ass't Assistant Superintendent Instructional Services](#) \_\_\_\_\_ Date \_\_\_\_\_

[Sent to Purchasing: Ass't Superintendent of Instructional Support](#) \_\_\_\_\_ Date \_\_\_\_\_

Sent to Purchasing:

124/2108