

## SOUTH WHIDBEY SCHOOL DISTRICT FIELD TRIP PLANNING/APPROVAL FORM

**CHECK ALL THAT APPLY.**

- Day Field Trip – Principal approval (**Submit at least 14 school days in advance**)
- Animals*
- Remote locations/hiking*
- Outdoor Education*
- Air Travel*
- Motorized Activities*
- Students with Individualized Health Plans (must have properly trained chaperone attending)*
- In or Around Water or Overnight Field Trip – Principal/Superintendent/Board approval (30 Days Prior)

Date submitted: \_\_\_\_\_ Teacher(s) requesting Field Trip: \_\_\_\_\_

Grade Level of Students Involved: \_\_\_\_\_ School: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_ Distance: \_\_\_\_\_

Address of Destination: \_\_\_\_\_

Time Leaving: \_\_\_\_\_ Time Returning: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_ How many needed? \_\_\_\_\_

*(Request for transportation due to the Transportation Office at least **10 school days** in advance)*

**PLEASE NOTE SWSD BUS TRANSPORTATION CANNOT BE GUARANTEED DUE TO ATHLETIC NEEDS  
Athletics has priority over SWSD Bus Transportation up until the day of the event.**

Trip Itinerary: (Be specific. Attach additional pages if necessary.)

Date	Time	Activity	Location

**Please Check That The Following Are ATTACHED To This Request \***

- Instructional focus and relationship to classroom instruction (include standards that will be addressed).
- Other Pertinent Information (brochures, etc.)

**\*Field trips are meant to enhance and reinforce the educational process. How is this trip related to your program?**

Student/chaperone ratio: \_\_\_\_\_ # of chaperones needed: \_\_\_\_\_

Any special qualifications of chaperones needed (Health Issues)? Yes: \_\_\_\_\_ No: \_\_\_\_\_

*(Please attach special qualifications information)*

Number of Students: M \_\_\_\_ F \_\_\_\_ Number of Chaperones (21 and older): M \_\_\_\_ F \_\_\_\_

Estimated Cost of Field Trip: \_\_\_\_\_

Food Provided – How? \_\_\_\_\_

Are sack lunches required? \_\_\_\_\_ How many? \_\_\_\_\_

**Notification to Lunch Room of numbers of students missing lunch and dates**

(attach copy of email to [btodd2@sw.wednet.edu](mailto:btodd2@sw.wednet.edu)) Yes \_\_\_\_\_ No \_\_\_\_\_

Housing needed? Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, please attach details)

Will fundraising be needed? Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, attach a fundraising plan)

Funding per student by: Student \$ \_\_\_\_\_

Parent \$ \_\_\_\_\_

District/School \$ \_\_\_\_\_ Budget Code: \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

Will a substitute be required? \_\_\_\_\_ Budget Code: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Name: \_\_\_\_\_

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 Approval: \_\_\_\_\_ Date: \_\_\_\_\_

School Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_

