Hickman Community Charter School District

Field Trip Planning Approval Form

| Fie | ld Trip Date | | Request Date |
|---|---|----------------------|------------------------------------|
| 1. | Grade (s) | Teacher(s) go | oing |
| 2. | Field Trip Destination | | |
| 3. | Other places you may visit | | |
| 4. | Objectives of trip | | |
| 5. | How will the trip and mileage be funded | | |
| 6. | Total number of students Total number of adults | | |
| 7. | Cell phone numbers of adults attending the trip | | |
| 8. | Phone numbers of main site being visited | | |
| 9. | Est. Destination Arrival Time Est. Time of Return to School | | |
| | | | |
| | Approved By: | | |
| Site Administrator | | | Superintendent |
| | | | |
| REQUESTS MUST BE SUBMITTED TO SUPERINTENDENT AT LEAST 10 CALENDAR DAYS PRIOR TO | | | |
| DESIR | ED DATE. OVERNIGH | HT FIELDTRIPS MUST H | AVE PRIOR APPROVAL BY SCHOOL BOARD |
| | | | |
| FOR D | ISTRICT USE ONLY | | |
| | | | |
| Trip Assigned to Bus No Bus Driver | | | |
| | | | |
| Miles x Rate = | | | |
| | | | |
| Time Loading Departure Time | | | |
| | | | |
| | | | |
| and the same | | , G. , | |

Transportation Coordinator's Signature

- 1. This request form must be completed and have final approval before any letters are sent home or any final arrangements completed. Request must be submitted at least **10 DAYS** prior to the trip.
- 2. The Superintendent shall approve all letters before sending them home.
- 3. Office must be notified as to food service issues at least <u>7 DAYS</u> prior to trip.
- 4. Business Office must be notified as to whether a P.O. or revolving check is needed
- 5. All arrangements shall be completed <u>two weeks</u> before the trip, so there is enough time to cancel if necessary.
- 6. For trips requiring overnight stay Board approval is required. Request for overnight trips must be submitted at least **thirty days** before the trip. In considering the approval or disapproval of a fieldtrip the Superintendent shall take into consideration at least the following: safety of the location to be visited and the equality of opportunity for student participation

Revised 7/20/16