

Field Trip Request Form

Field Trip and Activities Involving Pupils away From School Grounds

South Carolina / Fort Stewart School District

This form is to be filled out jointly by the teacher and principal, when a request is being made for activities off school grounds. Talk with the principal before speaking with parents and students about a trip. Request for Field Trips are to be completed at least two (2) weeks prior to the trip.

Tracking Number:

Section I - Requestor

School Community:		School Name:	
Name of teacher(s) or person making request:			
Phone Number:		Room Number(s):	

Section II – Event Itinerary and Trip Information

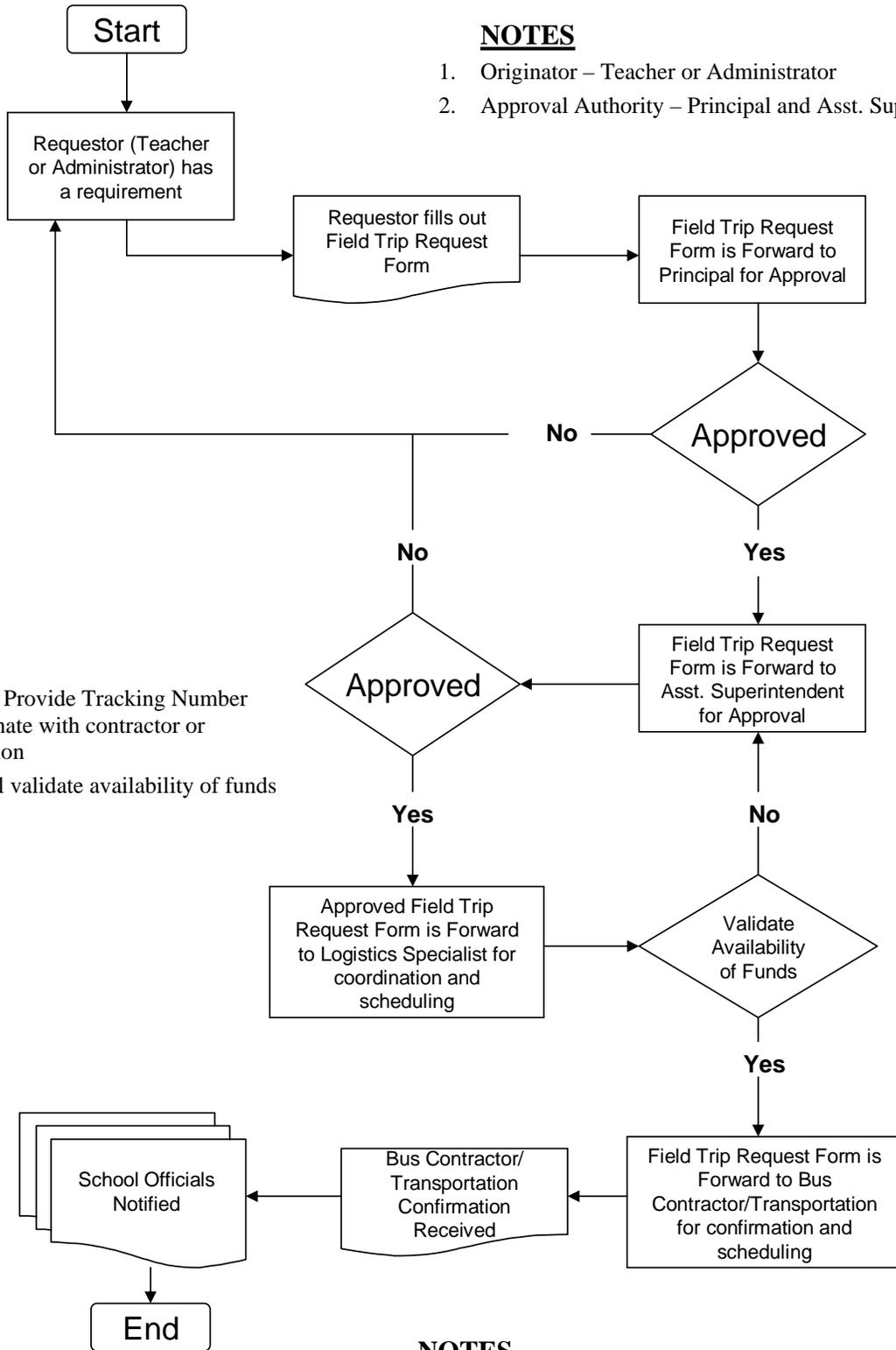
Destination:		One Way Mileage:	
Date of Event (mm/dd/yy)	Departure Time (Est. time departing school)	Arrival Time (Est. arrival time at the event)	Return Time (Est. time returning to school)
Lunch Arrangements:			Must Return NLT 30 min. prior to school dismissal
Number of Children:	Cost per Student:	Other Expenses or Requirements:	
Number of Adults:	Cost per Adult:		
Number of Physically Handicapped:	Wheelchair Required:		
Please elaborate on the nature and purpose of the trip, to include instructional planning, etc:			
Additional Information as may be appropriate:			
Total Estimate Cost:		Actual Cost:	

Section III – Coordination and Approval

Approved by Principal		Date		Approved by Assistant Superintendent		Date	
Principal	Logistics	Budget	Bus Contractor	Food Service	Trip Confirmed		

COORDINATING DATES

PROCESS FLOWCHART



NOTES

1. Originator – Teacher or Administrator
2. Approval Authority – Principal and Asst. Superintendent

NOTES

3. Logistics – Provide Tracking Number and coordinate with contractor or transportation
4. Budget will validate availability of funds

NOTES

6. Contractor or transportation will confirm trip and scheduling
7. Confirmation copies will be forwarded to School Principal and Food Service (Cafeteria)