

# 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

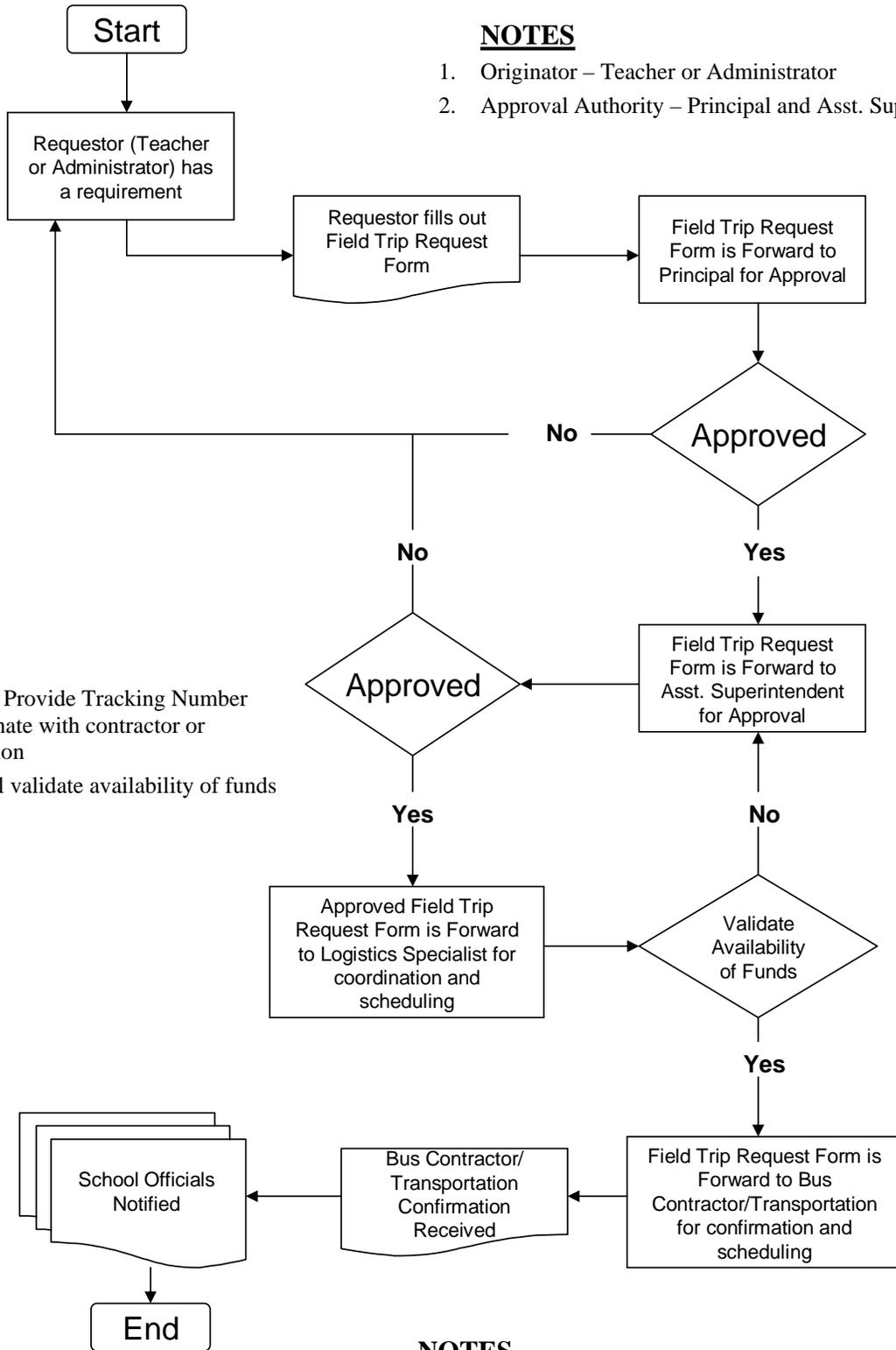
Destination:		One Way Mileage:	
Date of Event (mm/dd/yy)	Departure Time (Est. time departing school)	Arrival Time (Est. arrival time at the event)	Return Time (Est. time returning to school)
Lunch Arrangements:			Must Return NLT 30 min. prior to school dismissal
Number of Children:	Cost per Student:	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)