

**STUDENT FIELD TRIPS AND EXCURSIONS**  
*(School-Related Student Trip Request Form)*

*This form is to be submitted at least two (2) weeks prior to trip.*

School: \_\_\_\_\_

Faculty Member(s) Sponsoring: \_\_\_\_\_

**Type of Trip (check one)**

- Classroom Field/Trip
  - Class (i.e., Junior, Senior Trip) specify: \_\_\_\_\_
  - Organization/club Trip, specify: \_\_\_\_\_
  - Other (Athletic, Band, If Applicable): \_\_\_\_\_
  - Out of State    In Town    Out of Town    Overnight
- If Overnight Give Name, Address and Phone of Lodging: \_\_\_\_\_

**Destination**

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

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Purpose/Educational Value: \_\_\_\_\_

**Funding/Billing**

*(No student shall be denied the trip because of an inability to pay.)*

Source of Funding for Trip: \_\_\_\_\_

- Bill trip expenses to:
- Sponsoring organization    School district
  - Board    Other: \_\_\_\_\_

**Mode of Transportation**

- Is district transportation needed?    Yes    No   *(If yes, attach completed form EEA-AF1)*
- Certificated common carrier (please see procedure EEA-AP for further information): specify \_\_\_\_\_ and attach completed form EEA-AF1.
  - Private vehicle, if allowed by policy: specify driver(s): \_\_\_\_\_ and attach completed form EEA-AF2.

**Individuals Attending**

Number of students: \_\_\_\_\_ Faculty sponsors: \_\_\_\_\_

Other chaperones: \_\_\_\_\_ Total # of participants: \_\_\_\_\_

Supervision (list names of adults accompanying students on trip) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

FILE: IICA-AF2  
Basic

\_\_\_\_\_  
Signature of Faculty Sponsor

\_\_\_\_\_  
Date

**For Office Use Only**

Trip Has Been:  Approved  Denied

If denied, reason: \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal/Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent/Designee

\_\_\_\_\_  
Date

*For overnight and/or out-of-state trips, approval of the superintendent and/or Board may be required.*

\* \* \* \* \*

***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.***

Implemented: January 16, 2008

Revised:

Boonville R-I School District, Boonville, Missouri