



### FIELD TRIP APPLICATION FORM

(To be completed by Teacher/Sponsor)

Field Trip is during the school day

Field Trip is before or after the school day

Date of field trip: \_\_\_\_\_

Time of departure: \_\_\_\_\_

Estimated time of return: \_\_\_\_\_

Field trip origination/termination: \_\_\_\_\_

Specific location of field trip activity:  
(Specific place, city, state) \_\_\_\_\_

Rationale/purpose for taking this field trip: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

Cost per student: \_\_\_\_\_

How is field trip being paid: \_\_\_\_\_

Number of students participating: \_\_\_\_\_

Number of staff members participating: \_\_\_\_\_

Brief itinerary of this field trip:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Field Trip requested by \_\_\_\_\_ (Teacher/Sponsor Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Campus Administrator/Building Approval) \_\_\_\_\_ Date  Approved  Denied