

Check one of the following:

- Day Field Trip Less than 100 miles, Principal Approval (*submit two weeks in advance*)
- Day Field Trip More than 100 miles, Assistant Superintendent of Curriculum and Instruction K-6 or 7-12 Approval (*submit two weeks in advance*)
- Extended (overnight) Field Trip, Assistant Superintendent of Curriculum and Instruction K-6 or 7-12 Approval (Policy 6153 and 6153.1) (*submit 50 days in advance*)

Dangerous Activity

Yes **No**

Does this trip involve a Dangerous Activity, as defined in Administrative Regulation 6153? _____

**If yes, the Associate Superintendent of Business Services approval is required in addition to the preceding approvals. (Submit 50 days in advance)*

Date Submitted: _____ Date(s) of Proposed Trip: _____

Name of Sponsoring Group: _____

Destination: _____

Reason for Trip: _____

Will a substitute(s) be necessary?	_____	If so, how will this be financed?	_____	Sub Approval Number:	_____
------------------------------------	-------	-----------------------------------	-------	----------------------	-------

If you are not calling a substitute, how will your classes be covered?

Method of transportation: _____

Site Departure time: _____ Arrival time at event: _____

Departure time from event: _____ Arrive time home: _____

Permission slips: Yes	No	Number of students:	_____
(Check one)	_____	<i>Student/Chaperone Ratio: Day trips 13:1 Overnight trips 9:1</i>	_____

Chaperones: _____

Approved Signatures: 1-3, All Field Trips (Do not need to send to Assistant Superintendent for Day trips less than 100 miles); 4, More than 100 miles or overnight; **Involves a Dangerous Activity as defined in Administrative Regulation 6153 and 6153.1*

1. Sponsor: _____ Date: _____

2. Vice Principal: _____ Date: _____

3. Principal: _____ Date: _____

4. Assistant Superintendent of Curriculum & Instruction, K-6 or 7-12: _____ Date: _____

**Dangerous Activity: Assoc. Supt./Business: _____ Date: _____*

****No swimming or similar water activities are permitted. Chaperones must supervise at all times.***