**Field Trip Packet Checklist**

***Allow 4 weeks for processing***

School: Date of Field Trip:

Contact Person: Contact Phone:

Destination:

Learning Goal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade, Class, Teacher:

**Documentation Requirements**

*FOR INTERNAL USE ONLY:*

*Funding Source*

ASB

Lump Sum/Donations

3rd Party Billing

Categorical/Other

*(each line item must be checked)*

|  |  |  |  |
| --- | --- | --- | --- |
| Included | Still to come | N/A | Required Documents |
|  |  |  | Itinerary |
|  |  |  | Lesson Plan |
|  |  |  | Student List |
|  |  |  | Bag Lunch Request (*if applicable*) |
|  |  |  | Activity Trip Request for Transportation (*costs must be estimated*)  **\*\*\*Transportation is not guaranteed until you receive confirmation from Transportation Department.** |
|  |  |  | Map from site to destination *(map must show total mileage)* |
|  |  |  | Direct Payment or Purchase Requisition (*for tickets/entrance fees, etc.)* |
|  |  |  |  |
|  |  |  | Travel/Conference Approval Form for each staff member (*all costs must be estimated & listed*) |
|  |  |  | School Sponsored Trip Form (*if the field trip is overnight or out of state, Board Approval is required*) |

Additional information:

***I acknowledge that parent permission and emergency forms regarding this trip need to be on file in the school’s main office.***

***I acknowledge that parent/chaperones going on this trip have met all of district requirements as needed (i.e. fingerprinted, TB tested, etc.).***

*Signature of Principal or Date Signature of Executive Director Date*

*School Site Designee or other Designee*

**IMPORTANT NOTES:**

* This form must be attached to the front of the required documentation for this field trip even if the only cost is Transportation.
* When items come in at separate times, each item must have a copy of this form attached.