

Category 1: Overnight Field Trip Request: Non-Bulk Submission

THIS FORM SHOULD ONLY BE USED IN RARE CASES WHERE A LATE SUBMISSION IS UNAVOIDABLE

All overnight field trips must receive school board approval before any payment(s) and/or trips take place.

Allow a reasonable amount of time between the submission of the form and the school board meeting date.

ALL INFORMATION MUST BE INCLUDED FOR SUBMISSION (estimates are permissible).

Teachers/Organizers: _____ Building: _____

Date submitted for approval: _____ Grade(s) of Students: _____

Departure Date & Time: _____ Return Date & Time: _____

Destination(s) _____

Type of Trip: (select and complete one that applies)

Curricular/Co-Curricular Trip

Extracurricular Trip:

Content Area: _____

Club/Organization name: _____

Unit of Study: _____

Athletic Trip:

PIAA

Non-PIAA

Purpose of Trip (provide complete details): _____

Possible accessibility barriers: _____

Reasonable accommodations in place: _____

Supervision: # of Teacher Chaperones: _____ # of Parent Volunteers: _____

Transportation provide by: _____

Note: All transportation requests must be submitted to the WSSD Transportation Department first. Outside contractors may be used only after submission to our Transportation Department occurs first.

Accessible transportation for all students? _____

Total Cost per Participant \$ _____

Total Cost to Student: \$ _____ Total Cost to District: \$ _____ (Must add up to the Total Cost)

Which WSSD fund will be used (if there is a cost to the district)? _____

Building Principal (The above information is accurate and the trip is approved.)

Date

Director of Education

Date

Date of School Board Approval