

**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 EEAE-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) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
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.*

\* \* \* \* \*

Implemented: June 19, 2008

Revised:

Willard R-II School District, Willard, Missouri