

## FIELD TRIP APPROVAL FORM

*\*Please note all requests must be CBOE approved **prior** to the Field Trip date. The CBOE meetings in 2024 are January 22, Feb. 12 & 26, March 11 & 18-25, April 8 & 22, May 6 & 20, June 10 & 24, July 22, August 12, September 9 & 23, October 14 & 28, November 11 & 25 and December 9, 2024.*

Today's Date \_\_\_\_\_

TEACHER IN CHARGE OF TRIP: \_\_\_\_\_

Other Staff Members going on this trip

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Number of Chaperones \_\_\_\_\_ This number should not change after approval has been granted.

Date of Field Trip \_\_\_\_\_  
Day Month Year

Destination: \_\_\_\_\_ Link to Curriculum: \_\_\_\_\_

Purpose/Objective of Trip: \_\_\_\_\_

Address of destination \_\_\_\_\_  
Street Town Zip Code

Number of students involved \_\_\_\_\_ and their respective grades \_\_\_\_\_

Total Cost to each student \_\_\_\_\_ is lunch or lunch money required? \_\_\_\_\_ Amt. Req. \_\_\_\_\_

Number of buses required \_\_\_\_\_ Name of Bus Company \_\_\_\_\_  
Address of Bus Company \_\_\_\_\_

Buses will leave school at \_\_\_\_\_ and return at \_\_\_\_\_

List below classes and duties which must be covered for all staff attending.

Staff Member	Classes/Duties
_____	_____
_____	_____
_____	_____
_____	_____

- Note:
1. No pupils will be permitted on trip without a signed permission slip. Teachers are requested to collect these and keep them on file for a reasonable length of time.
  2. Transportation cost must be determined prior to approval
  3. Please clear class coverage with the principal. All staff members attending must be on this form before before approval by the principal.

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_