

NORWALK PUBLIC SCHOOLS

Request for School Sponsored Trip
 Overnight/Out-of-State Field Trips
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Approval for School Sponsored Trips		
Type of Trip	Approved By	Submission
Overnight and/or Out of State (less than 3 days)	Superintendent	At least 2 months prior
Trips of 3 days or more (domestic)	Board of Education	At least 2 months prior
Trips Abroad	Board of Education	At least 4 months prior

Please Note: No planning, arranging or fund raising may take place until approval is secured.

Requests for field trips will not be approved if they are not submitted in accordance with Board of Education Policy (see chart at left).

The Board of Education reserves the right to withdraw approval of a previously approved field trip where such action is warranted in the judgment of the Board because of changed circumstances.

General Information

School: _____ Submission Date: _____

Faculty Leader/Advisor: _____ Group/Grade: _____

Proposal to take a field trip to _____
Include place/event and location
 on the following dates (specify if dates involve regular school days):

Date/Time of Departure _____ Date/Time of Return _____

The trip will include the following numbers of students _____ in the following grades or classes _____.

Purpose
 ATTACH explanation as to how this relates to the curriculum: give specific instructional objectives to be met through the trip and the itinerary.

Chaperones
 List below the names of chaperones (include titles i.e., teacher, parent, etc.) and the ratio of chaperones to students – ratio should be no greater than 10:1. (Use additional sheet if needed)

Name	Title	Name	Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Ratio: _____ :

Provision for handicapped

Yes

No

Transportation and/or Accommodation Arrangements

Funding

Cost of trip per student \$ _____ .

Other sources of funding for student _____

Method of raising funds _____

Financial aid provisions _____

IMPORTANT Field trips which require Board approval must be followed up with a **written report submitted to the board within a month** after return from the trip. Please use the attached report.

Approval

Approval of Principal _____ Date _____

Approval of Superintendent _____ Date _____

Action by Board of Education _____ Date _____

Record of performance of coach company check by transportation director

_____ Date _____