

**School-Related Student Trip Proposal Form**  
**SIMPSON COUNTY SCHOOLS**

REQUEST SHOULD BE MADE TO THE PRINCIPAL  
AT LEAST TWO (2) WEEKS PRIOR TO THE TRIP.

FROM: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ GRADE/CLASS \_\_\_\_\_

DESTINATION: \_\_\_\_\_

DATE(S) OF TRIP: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_ RETURN TIME: \_\_\_\_\_

NUMBER OF STUDENTS: \_\_\_\_\_ NUMBER OF ADULTS: \_\_\_\_\_

STUDENT FEE: \_\_\_\_\_ TO BE PAID BY: SCHOOL: \_\_\_\_\_ STUDENT: \_\_\_\_\_

TRANSPORTATION: BUS \_\_\_\_\_ WALK \_\_\_\_\_ OTHER (PLEASE SPECIFY) \_\_\_\_\_

MEALS: NONE \_\_\_\_\_ PROVIDED BY SCHOOL \_\_\_\_\_ PROVIDED BY PARENT \_\_\_\_\_

OTHER (SPECIFY SERVICE AND LOCATION) \_\_\_\_\_

DESCRIPTION OF SITE: \_\_\_\_\_

\_\_\_\_\_

OBJECTIVES: \_\_\_\_\_

\_\_\_\_\_

PRE-TRIP ACTIVITIES: \_\_\_\_\_

\_\_\_\_\_

ON-SITE ACTIVITIES: \_\_\_\_\_

POST-TRIP ACTIVITIES: \_\_\_\_\_

\_\_\_\_\_

***This field trip is part of the instructional program and will contribute significantly to the achievement of the school's/District's instructional goals.***

HAVE ALL CHAPERONES UNDERGONE THE REQUIRED RECORDS CHECK AND BEEN DESIGNATED BY THE PRINCIPAL/DESIGNEE TO SUPERVISE STUDENTS?  YES  NO

**SIGNATURES:**

\_\_\_\_\_  
*Signature of Teacher(s)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Principal*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Approved by Superintendent*

\_\_\_\_\_  
*Date*

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**FIELD TRIP CHECKLIST**

Destination:

Date:

- \_\_\_\_\_ 1. Complete School-Related Student Trip Proposal Form.
- \_\_\_\_\_ 2. Give to Principal for approval.
- \_\_\_\_\_ 3. Send bus request to Principal **at least two (2) weeks in advance of trip.**
- \_\_\_\_\_ 4. Obtain sack lunch menu from cafeteria.
- \_\_\_\_\_ 5. Find parents to chaperone trip.

Grades 7-12	One (1) adult per twenty-five (25) students
Grades 5-6	One (1) adult per fifteen (15) students
Grades Pre-K-4	One (1) adult per ten (10) students

- \_\_\_\_\_ 6. Send out student permission slips.
- \_\_\_\_\_ 7. Use Multiple Receipt From for collecting money and give to office daily.
- \_\_\_\_\_ 8. Give cafeteria the number of sack lunches needed for trip **at least two (2) weeks in advance.**
- \_\_\_\_\_ 9. Give related arts and special education teachers notice of team absence due to trip.
- \_\_\_\_\_ 10. Give office list of any students who are unable to attend trip and the classroom where they will be staying.

**RELATED PROCEDURES:**

09.36 AP.1, 09.36 AP.211, 09.36 AP.212

REVIEW/REVISED:12/17/09