

Guidelines for completing Student Field Trip/Activity form

PARTICIPANTS -

Please give the specific name of the group that will be involved in the field trip/activity and the number of students involved (ex.: *Marching Band - 75 students*).

Name of Group	No. of Students Attending

DATE(S)/TIME(S) OF EVENT:

Please list the date/time the event will begin and end. If this is an entertainment/extra curricular event, *this trip (must) **should** not take place during any part of the school day (7:30 a.m. -1:50 p.m.*

Date and time of event	For entertainment or extracurricular?

PURPOSE - Answer the following:

1. **Is this trip for an athletic event?** Yes No

If yes, complete the form and return to Coach Eto for approval of all athletic field trips.

2. **Is this trip for educational purposes?** Yes No

If yes, describe the content/benchmark supported by this field trip/activity, complete the form and return it to your department head for curriculum approval before turning it into Mr. Burgess for final approval.

Please note that if possible, this trip should take place outside of the school day. (7:30 a.m. -1:50 p.m.). If it is for an event that can only scheduled during the school day (ex. school matinee), please provide proof of this when you get approval from your department head.

3. **Is this trip for an entertainment/extracurricular purpose?** Yes No

If yes, complete the form and return to Mr. Burgess for approval. Please note that this trip must (**should**) not take place during any part of the school day (7:30 a.m. -1:50 p.m.).

<REDO Field Trip/Activity Form to include:

1. Check marks for 3 purposes of trips above (currently only 2)
2. Meets Curriculum Approval signature line for Dept. Head signature.>