



OVERNIGHT FIELD TRIP REQUEST FORM

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|----------------------------|--------|------------------------|
| Organization / Grade Level | Campus | Faculty Sponsor's Name |
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|----------------|----------------|-------------|-------------|---------------|-------------|
| Departure Date | Departure Time | Return Date | Return Time | # of Students | # of Adults |
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| Campus attendees: |
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| Trip Destination | # of school days to be missed |
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| Purpose of Trip: Identify and describe the curriculum connection, TEKS: |
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| Check one of the field trips below: |
| <input type="checkbox"/> |
| Overnight Field Trip Within a 275-mile radius of Baytown (form due 30 days in advance) |
| <input type="checkbox"/> |
| Extended Overnight Field Trip Outside a 275-mile radius of Baytown or outside of TX (form due 6 months in advance) |

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| Required approvals: |
| Sponsor (signature) _____ Date _____ |
| Principal (signature) _____ Date _____ |
| Director/Coordinator (signature) _____ Date _____ |
| Area Executive Director (signature) _____ Date _____ |
| Deputy Superintendent (signature) _____ Date _____ |
| Superintendent/Designee (signature) _____ Date _____ * only if extended overnight field trip * |

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| School Policy Requirements | |
| <input type="checkbox"/> Mandatory parent meeting (after trip approval) | <input type="checkbox"/> Detailed itinerary attached |
| <input type="checkbox"/> Rules & consequence (contract) unsigned copy | <input type="checkbox"/> Parent/financial contract, unsigned copy (applies to overnight & extended overnight trips) |
| \$ _____ Estimated cost of trip | <input type="checkbox"/> List of participants (chaperones & students) |
| \$ _____ Estimated cost per student | <input type="checkbox"/> List of <u>extended</u> overnight trips attached (taken in the past 4 years) |
| \$ _____ Funds on hand as of today | <input type="checkbox"/> Detailed financial information attached (fundraising, transportation, meals, lodging, etc.) |
| \$ _____ Funds yet to be raised | <input type="checkbox"/> Documentation of financial arrangements (unsigned contracts) copy attached |
| _____ Budget or activity fund number | <input type="checkbox"/> Permission forms signed & returned to campus (chaperones & students) |
| | <input type="checkbox"/> Sponsor has read Administrative Guidelines (those that pertain to field trip procedures) |