



### OVERNIGHT FIELD TRIP REQUEST FORM

<b>Organization / Grade Level</b>		<b>Campus</b>		<b>Faculty Sponsor's Name</b>	
<b>Departure Date</b>	<b>Departure Time</b>	<b>Return Date</b>	<b>Return Time</b>	<b># of Students</b>	<b># of Adults</b>
<b>Trip Destination</b>				<b># of school days to be missed</b>	
<b>Identified TEKS:</b>					

\*\*\*Briefly identify and describe the curriculum connection, TEKS and purpose of trip.

<p><b>Check one of the field trips below:</b></p> <div style="text-align: center; margin: 10px 0;"> <input type="checkbox"/>  <b>Overnight Field Trip</b>  <i>Within a 275-mile radius of Baytown</i>            (form due 30 days in advance)         </div> <div style="text-align: center; margin: 10px 0;"> <input type="checkbox"/>  <b>Extended Overnight Field Trip</b>  <i>Outside a 275-mile radius of Baytown or outside of TX</i>            (form due 6 months in advance)         </div>	<p><b>Required approvals:</b></p> <table border="0" style="width: 100%;"> <tr> <td>_____ Sponsor (signature)</td> <td>_____ Date</td> </tr> <tr> <td>_____ Principal (signature)</td> <td>_____ Date</td> </tr> <tr> <td>_____ Director/Coordinator (signature)</td> <td>_____ Date</td> </tr> <tr> <td>_____ Area Executive Director (signature)</td> <td>_____ Date</td> </tr> <tr> <td>_____ Deputy Superintendent (signature)</td> <td>_____ Date</td> </tr> <tr> <td>_____ Superintendent/Designee (signature)</td> <td>_____ Date</td> </tr> </table> <p style="text-align: center;"><i>* only if extended overnight field trip *</i></p>	_____ Sponsor (signature)	_____ Date	_____ Principal (signature)	_____ Date	_____ Director/Coordinator (signature)	_____ Date	_____ Area Executive Director (signature)	_____ Date	_____ Deputy Superintendent (signature)	_____ Date	_____ Superintendent/Designee (signature)	_____ Date
_____ Sponsor (signature)	_____ Date												
_____ Principal (signature)	_____ Date												
_____ Director/Coordinator (signature)	_____ Date												
_____ Area Executive Director (signature)	_____ Date												
_____ Deputy Superintendent (signature)	_____ Date												
_____ Superintendent/Designee (signature)	_____ Date												

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

