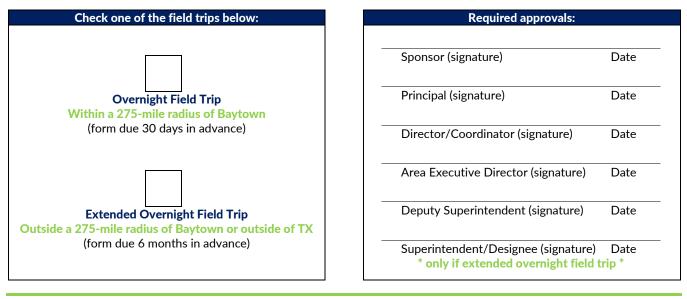


OVERNIGHT FIELD TRIP REQUEST FORM

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

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



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

