

**Overnight Field Trip Request**  
**(Requests must be made 60 days in advance.)**

Class / Organization: \_\_\_\_\_ School: \_\_\_\_\_

Date(s) of the trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Number of students attending: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Chaperones (list each name): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mode of transportation: \_\_\_\_\_

\_\_\_\_\_

Overnight Accommodations: \_\_\_\_\_

\_\_\_\_\_

Explain how costs are being met: \_\_\_\_\_

\_\_\_\_\_

Is a trip planner being used: \_\_\_\_\_ If yes, give name and experience: \_\_\_\_\_

\_\_\_\_\_

Please attach a detailed itinerary / objectives for visiting each sight: (Use additional paper if needed)

\_\_\_\_\_

\_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's approval: \_\_\_\_\_ Date: \_\_\_\_\_

Board approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach any necessary information for clarification purposes.  
This form may be more restrictive than policy.**