

**COLDWATER EXEMPTED VILLAGE SCHOOLS  
APPLICATION FOR FIELD TRIP**

In accordance with Board of Education Policy IICA-R it is necessary for you to complete an application and submit it to your building principal for each field trip you plan to take during the school year. Included with the application is the Field Trip Planning Form; which is to be completed by the sponsor or advisor prior to requesting authorization for each field trip.

Field trips which extend beyond the regular school day are discouraged. Limitations in transportation place severe restrictions on the ability to provide for such experiences. Trips which require overnight stays must be approved by the board of education.

Approval of field trips is granted by the building principal, in cooperation with the superintendent and transportation director for the district. All applications must be submitted at least fourteen (14) days before the trip is scheduled to take place.

**FIELD TRIP APPLICATION  
(Non-Athletic)**

Name of Sponsor or Advisor: \_\_\_\_\_

Proposed Field Trip to: \_\_\_\_\_

Proposed Date(s): \_\_\_\_\_

Length of Field Trip (hours and days) \_\_\_\_\_

Time of Departure \_\_\_\_\_ Time of Return \_\_\_\_\_

Miles (round trip) \_\_\_\_\_

Number of Students Involved \_\_\_\_\_

Number of Parents or Staff Chaperones \_\_\_\_\_

Pickup Location \_\_\_\_\_

Handicap Bus Needed \_\_\_\_\_ Yes \_\_\_\_\_ No

Advisor/Sponsor Signature and Date \_\_\_\_\_

Approved \_\_\_\_\_

Disallowed \_\_\_\_\_

Building Principal's Signature and Date \_\_\_\_\_

Approved \_\_\_\_\_

Disallowed \_\_\_\_\_

Transportation's Signature and Date \_\_\_\_\_

Approved \_\_\_\_\_

Disallowed \_\_\_\_\_

Superintendent's Signature and Date \_\_\_\_\_

**Field Trip Planning Form**

**Description of Trip:**

**Describe the curricular objectives to be met through this trip:** \_\_\_\_\_

**Destination (include name, address, and phone number of site):** \_\_\_\_\_

**Cost of Transportation:** \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**Ticket/fee costs Total:** \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**Food cost Total:** \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**Substitute teacher costs:** \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**Lodging cost Total:** \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**Miscellaneous expenses: (itemize)**

\_\_\_\_\_

**Funding Source:** \_\_\_\_\_

\_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**Total cost of proposed trip:** \_\_\_\_\_

**Other school activities scheduled on same date(s) as proposed field trip (please list):** \_\_\_\_\_

Click or tap here to enter text.