

**Administrative Support
Cabinet Level Approval Request
FIELD TRIP**

**Blank Form to be filled in providing information as required for field trip consideration
Please **REMOVE** the brackets as information is entered so the form is 'custom' for your trip*

Agenda Item: Field Trip Excursion to [Destination of Trip], [City of Trip], CA.
(Title)

Requested Action: Approve Information/Discussion

Background Information:

[School Name] is planning a field trip to [Destination of Trip], [City of Trip], CA. (# of Student students, # of staff staff, # of volunteers volunteer chaperones) will attend and supervise all participant activities.

This trip is scheduled for [Day, Date and Time of return] to [Day, Date and Time of return] Students will be transported by school bus to and from [Destination of Trip], [City of Trip] CA.

Volunteers will be cleared as appropriate according to current district policy.

Parent Participants will participate in this trip; Parent Participants will not be utilized to chaperone students.

Volunteers and Parent Participants will be given "Voluntary Participation and Assumption of Risk Forms" to complete (*must be done in order to participate*).

Myers Stevens Insurance will be secured for this event as required. (be ready to fax verification)

Specific Financial Impact/Funding Source: Example: ASB specific club/PTO/Donations
Cost not to exceed \$ [full dollar amount for all combined expenses]

Recommendation: For Approval by Cabinet to be recommended to Board of Education

Rationale: *Summary (2-3 sentences about the purpose for the trip related to program/academic achievement or reward, as applicable.)*

Approvals:

Originator: [TYPE PRINCIPAL's NAME and Title] Date: _____
(Name/Title)

Approved for Submission to Cabinet Designee: _____
Cabinet-level Administrator Date

Approved for Submission to Board:

Superintendent

Thursday Letter Date

Board Meeting Date