

To: Board of Education  
Superintendent  
Principal

From: \_\_\_\_\_

Re: Proposed Extended Field Trip

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

This plan is submitted for the purpose of obtaining Board approval for a School District sponsored extended field trip.

**1. Date & Time of the Field Trip:**

Departure: Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Return: Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

**2. Location:** (Where will you go?) \_\_\_\_\_

**3. Selection of Students:** (How are students selected to participate? Will any students be excluded? Why?)

**4. Educational Objective(s) & Follow-up upon Return:** (What educational benefit is there to this extended field trip?)

**5. Transportation:** (How will the participants be transported: school bus, charter bus, train, airplane, privately owned vehicles?)

**6. Additional Supervision:** (Will you need additional supervision/chaperones? How will these additional supervisors be selected?)

**7. Financial Arrangements:** (Will there be any collection of money? How much per student? What does it pay for? Who is responsible for receipts? Will cash be accepted? If yes, how will it be handled? What arrangements have been made for students whose parents cannot afford the costs?)

**8. Safety Plan:** (Have you researched the site to be visited? What are the risks of physical harm to students? What “reasonable means” will you employ to deal with each risk?)

**9. In Case of Medical Emergency:** (Do any students or chaperones present an unusually high risk of injury or illness during the field trip? How will you address the risk?)

**10. How are the parents notified?** (Attach a copy of a proposed notice to parents.)

Based upon the plan outlined above and attached, I ask that the Board approve the extended field trip described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name