



APPROVAL TO PLAN A FIELD TRIP

(Use for all Field Trips)

School _____

I have read the DISTRICT GUIDELINES FOR PLANNING PUPIL FIELD TRIPS, and I hereby request approval to plan a school-sponsored trip.

Name of Requester Date

Trip Destination: _____

Proposed Dates: _____

Plan and Educational Rationale: _____

(Attached a detailed plan for the proposed trip with a separate statement that describes the importance of the trip to the students' classroom education and the district's specific curricular focus for the children)

Type of Transportation to be used: _____

In-State Trip Overnight In-State Trip Out-of-State Trip Out-of-Country Trip

Grade Level: _____ Number of Students: _____ Number of Adults _____

Type of Funding: _____ Estimated Total Budget: _____

Estimated Expense Paid by Students: Total: _____ Per Student: _____

Method of Fundraising (if needed): _____

FOR OUT-OF-STATE AND OVERNIGHT FIELD TRIPS ONLY

(Attach a completed Form 6 after the principal's approval is received)

If Overnight Trip - Please attached Form 6 "Request for Approval of an Out-of-State or Overnight Trip"

What comparable educational experience is available in the Detroit Metropolitan area?

What days does the trip involve? (List day and date).

- Approved to complete planning
- Not approved

Signature of Principal _____ Date _____

Signature of Principal Leader _____ Date _____