

# Field Trip Request

Center \_\_\_\_\_ Today's Date \_\_\_\_\_  
Is this at least a **3 week** notice (for bus)?  At least a **1 week** notice (for walking) trip?   
Does this field trip require a fee? Yes  No

**(If yes, attach Purchase Request at least 3 weeks in advance)**

Person **Requesting and Planning** Trip: \_\_\_\_\_  
*(The person planning the trip will find the **Field Trip Checklist** in POG very helpful!)*

Date of Field Trip \_\_\_\_\_ Time AM Class: from: \_\_\_\_\_ to \_\_\_\_\_  
Time PM Class: from: \_\_\_\_\_ to \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person and Telephone # \_\_\_\_\_

Physical Address: \_\_\_\_\_

What will the children learn from this trip? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How have you prepared/followed up for this trip in your lesson plans? *(Are the children interested in this or is this a way to introduce a unit of study?)*

\_\_\_\_\_  
\_\_\_\_\_

Is there anything else you would like to include about the trip?

\_\_\_\_\_

How many volunteers/substitutes? \_\_\_\_\_ How many staff members? \_\_\_\_\_

Have you informed your FSA of the trip? \_\_\_\_\_ yes \_\_\_\_\_ no

Ed. Specialist  Approved  Denied Signature/Date \_\_\_\_\_

Transportation Sp  Approved  Denied Signature/Date \_\_\_\_\_

Transportation will be provided by \_\_\_\_\_ Bus# \_\_\_\_\_

**\*If you have a bus driver at your center, please make arrangements with him/her.**

All fieldtrips, walking or transported need to be approved. Notification flyers need to **be given to families at least 4 school days ahead of time (one day in advance for walking trips)**. Remember to take emergency contact numbers and first aid kits with you on a field trip.