

Overnight Field Trip  Yes  No

Date Received in Central Office \_\_\_\_\_

### TIPTON COUNTY SCHOOLS FIELD TRIP REQUEST

\*All Over Night Field Trips must be Board approved. A Field Trip Agenda must be attached to the Field Trip Request. Over Night trips must be received in the Central Office one week prior to the monthly board meeting. No Field Trip Requests are to be submitted after the trip date.

<b>School:</b>		<b>Request Date:</b>	
<b>Teacher(s):</b>		<b>Class:</b>	
<b>Number of Students Involved:</b>		<b>Number of buses needed:</b>	
<b>Field Trip Date:</b>		<b>Alternate Date:</b>	
<b>Number of Chaperones:</b>		<b>Emergency Cell Phone Number</b>	
<b>Administrators:</b>	<b>Teachers:</b>	<b>Parents:</b>	<b>Other:</b>
			<b>Total:</b>
<b>Destination:</b>			
<b>Field Trip Purpose:</b>			
<b>Departure Date &amp; Time:</b>		<b>Return Date &amp; Time:</b>	
<b>Activities:</b>			
<b>Method of Evaluation:</b>			
<b>Follow-Up Activities:</b>			

**Principal's Checklist**

- Purpose of Trip
- Transportation Arrangements
- Cost
- Agenda
- Parent Permission Form (Attached)
  - Date
  - Time of Departure & Return
  - Travel Plans
  - Destination
  - Number of Chaperones: **Over night Minimum – 1:7; Other Minimum – 1:10**
  - Rules of Conduct
  - Penalties for violation of rules of conduct
  - Other facts necessary for parents
  - Permission Form signed by student & parents
  - Parent Meeting prior to overnight trip
  - Sign in sheets at parent meeting
  - Minutes kept

Approved    Disapproved   Principal \_\_\_\_\_ Date \_\_\_\_\_  
 Approved    Disapproved   Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
 Approved    Disapproved   Director of Instruction \_\_\_\_\_ Date \_\_\_\_\_  
 Approved    Disapproved   Director of Schools \_\_\_\_\_ Date \_\_\_\_\_